



# CONTRA COSTA COUNTY

## AGENDA

### Transitional Community Advisory Board

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Monday, January 12, 2026

5:30 PM

1025 Escobar Street, Room 110,  
Martinez, CA 94553 |

<https://cccouny-us.zoom.us/j/828961768>

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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 and Approve Minutes from the November 2025 and December 2025 meetings of the Transitional Community Advisory Body [26-168](#)  
**Attachments:** [Meeting PowerPoint TCAB 01.12.26 \(1\)](#)  
[Record of Action TCAB mtg 11.10.25](#)  
[TCAB Record of Action 12.08.25](#)
4. Receive Overview of Transitional Community Advisory Body Workplan and Phase One Implementation Framework [26-169](#)  
**Attachments:** [2025-2027 Transitional Community Advisory Body \(TCAB\) Workplan](#)
5. Form Ad Hoc committees to support Request for Qualifications (RFQ) revisions [26-170](#)  
**Attachments:** [RFQ for Wellness Network Lead Entity review draft 01.08.26](#)
6. Final Approval of Network Name [26-171](#)
7. Receive presentation and discussion on site visits [26-172](#)
8. Receive Updates and Announcements [26-173](#)  
**Attachments:** [Brown Act \(January 2026\)](#)  
[Teleconference and Accommodations Memo](#)

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9. Receive Update on “Who, What, When” Framework for TCAB Activities, Status, and Next Steps [26-174](#)

The next meeting is currently scheduled for February 9, 2026 at 1025 Escobar Street, Room 110, Martinez, CA 94553.

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 1026 Escobar Street, #2B, Martinez, CA 94553, 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: Jessica Travenia, [jessica.trevenia@oresj.cccounty.us](mailto:jessica.trevenia@oresj.cccounty.us).



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-168

**Agenda Date:** 1/12/2026

**Agenda #:** 3.

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**Meeting Date:** January 12, 2026

**Subject:** Receive and Approve Minutes from the November 2025 and December 2025 Transitional Community Advisory Board Meeting

**Submitted For:** Transitional Community Advisory Board

**Presenter:** Jessica Travenia

**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

The Transitional Community Advisory Body (TCAB) convened regular meetings in November and December 2025 to conduct advisory business related to governance, leadership nominations, Request for Qualifications (RFQ) development, site visits, and planning for the African American Wellness Network. Draft minutes from both meetings have been prepared by staff and distributed to TCAB members in advance of this meeting for review.

### Information:

The minutes summarize key discussions, public comment, actions taken, and next steps identified during the November and December TCAB meetings. Members are invited to identify any corrections or clarifications prior to approval.

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

Approve minutes from the November and December 2025 TCAB meetings.

# Federal Glover Community Wellness Network Transitional Community Advisory Board

Office of Racial Equity and Social Justice (ORESJ)  
Contra Costa County

January 12<sup>th</sup>, 2026



Welcome

**TCAB**



back!

# TCAB

## Transitional Community Advisory Body (TCAB)

### 2026 Membership Roster



*Leslie*



*Mariah*



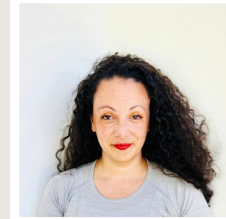
*Angela*



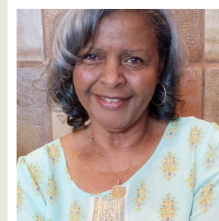
*Loren*



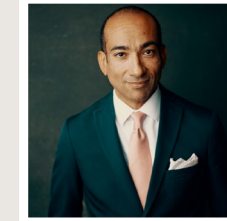
*Edward*



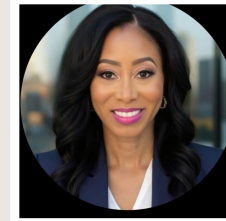
*Rachel*



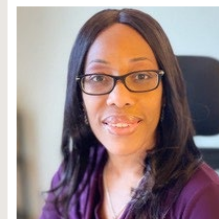
*Bianca*



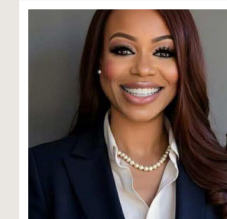
*Walter*



*Jalaima*



*Nnedi*



*LéJon*



*Willie*

# Transitional Community Advisory Body (T-CAB)

Meeting Agenda  
1/12/26

	Welcome and Happy New year!	5:30
	Community Guidelines/Living Agreements	
	Approve Minutes	5:40
	Review Scope & Introduce Workplan	5:45
	Form Ad Hoc Committees	6:00
	Finalize Naming Process	6:15
	Site Visits +/-	6:25
	Updates and Announcements	6:35
	<ul style="list-style-type: none"><li>• TCAB Recruitment</li><li>• Trainings: Brown Act Update, Implicit Bias on Hold, Ethic in Local Gov- required January 19th</li><li>• Email Lists</li><li>• Celebrate Dr. Martin Luther King, Jr.'s Life and Legacy</li></ul> <p>Contra Costa County's 48<sup>th</sup> annual tribute to Dr. Martin Luther King, Jr., on Tuesday, January 20, 2026. This year's theme, "Democracy as a Verb: Building on Dr. King's Legacy in Contra Costa," honors Dr. King's enduring work and vision. The ceremony begins at 11:00 a.m. in the Board of Supervisors Chambers at 1025 Escobar Street, Martinez. The hour-long event will include the introduction of the 2025 Humanitarian of the Year and the Student Humanitarian of the Year.</p>	
	Who, What, When & Next Steps Review	6:45
	Adjourn	



# T-CAB COMMUNITY AGREEMENTS

CENTER ONE  
ANOTHER'S  
WELLBEING AND  
GROUP WELLNESS

BE THE  
EXAMPLE

SHOW RESPECT  
RESPECT FELLOW  
MEMBERS TIME, ENERGY,  
LABOR, DIFFERENCES

Be  
Positive

STEP UP/STEP  
BACK; TAKE  
SPACE/MAKE  
SPACE

TAKE CARE OF  
YOUR NEEDS, ASK  
FOR SUPPORT

LISTEN TO UNDERSTAND,  
NOT TO RESPOND

PAUSE FOR  
QUESTION'S

ASSUME GOOD  
INTENTIONS

STAY SOLUTION-FOCUSED

ASK  
QUESTIONS



Approve TCAB minutes  
from 12/15 + 11/10

## *Meeting Minutes*

Subject		Date	
Facilitator		Time	
Location		Scribe	
Attendees			
Key Points Discussed			

# TCAB 2026 Work Plan

Phase	TCAB Activity	Outcome
RFQ Development (Lead Entity)	Review & refine scope, eligibility, and selection criteria	Final RFQ forwarded to Equity Committee
RFP Development (Services)	Advise on priority services, locations, and outcomes	Community-responsive service funding
Recruitment & Governance	Support selection frameworks for leadership and councils	Strong, accountable governance structure
Oversight & Reflection	Review site visits, milestones, and progress	Continuous learning and course correction

# Forming Ad Hoc Committees

- SCOPE OF SERVICE
- QUALIFICATIONS AND ELIGIBILITY
- RESPONSE INSTRUCTIONS &  
OUTLINE
- REVIEW AND SELECTION PROCESS



# Final options we considered

- The Federal Glover Community Wellness Network
- The Federal Glover African American Wellness Network

(Janis Glover's Blessing)



## Honor & Legacy: Naming of the Federal Glover Hub



# Program and Facility Site Visits

## WHY THESE SITE VISITS MATTER??

### Purpose

To reflect on what we observed, identify strengths to build upon, and surface opportunities to adapt or improve models for the Contra Costa County context.

Offer	Offer models for holistic, culturally grounded wellness hubs
Show	Show multi-generational engagement approaches
Provide	Provide evidence for trauma-informed, co-located services
Guide	Guide physical design, programming, and staffing of Antioch site



# Black Child Legacy Campaign

# Site Visits: Learning From Community Models

## 3 Pluses | 3 Deltas Framework

### Pluses (What's Working Well)

Practices, approaches, or design elements that support:

- Community trust and engagement
- Cultural relevance and responsiveness
- Accessibility and ease of use
- Healing-centered or trauma-informed care

Elements we could **lift, adapt, or scale** within the Wellness Network

### Deltas (What Could Be Strengthened or Adapted)

Gaps, limitations, or challenges observed

Areas where the model may:

- Create barriers for certain populations
- Rely heavily on informal labor or under-resourced staff
- Lack sustainability, evaluation, or clear accountability

Considerations for **local adaptation** to Contra Costa's geography, systems, and community needs



# 40 Voices Delta Bay Wellness Hub



# Site Visits: Learning From Community Models

## 3 Pluses | 3 Deltas Framework

### Pluses (What's Working Well)

Practices, approaches, or design elements that support:

- Community trust and engagement
- Cultural relevance and responsiveness
- Accessibility and ease of use
- Healing-centered or trauma-informed care

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Considerations for **local adaptation** to Contra Costa's geography, systems, and community needs

# Updates and Reminders



# New TCAB Member Recruitment



1 TCAB "regular" seat



3 TCAB Alternate Seats



27 applications submitted



Equity Committee currently reviewing and selecting top 10 applicants to interview (tentative Jan 26 meeting – TBD)

# Required Trainings

## Implicit Bias

- Being updated

## Brown Act

## Ethics

- Due date: January 19th

# Brown Act - 2026 updates

## Brown Act: Landmark for Protecting Open Government

### SB 707 – Remote Participation Updates (Effective Jan. 1, 2026)

- **What Stayed the Same**
- Traditional Brown Act teleconferencing rules remain unchanged
- A quorum must still be achieved **in person at one physical location** open to the public

### What Changed – “Just Cause” Remote Attendance

- “Emergency circumstances” removed as a separate category
- Members may attend remotely for **just cause**, including:
  - Caregiving responsibilities
  - Military service obligations (50+ miles away under official orders)
  - Physical or family medical emergencies
- No vote or action by the body is required to approve just-cause requests
- Meeting minutes must note the specific just-cause reason used



*Ralph M. Brown*

### **Limits on Just-Cause Remote Attendance**

- 2 meetings/year (monthly or less)
- 5 meetings/year (twice monthly)
- 7 meetings/year (three or more per month)
- Provisions sunset on **January 1, 2030**

### **New: Remote Attendance as a Reasonable Accommodation**

- Members with a qualifying disability may attend remotely
- Treated as **in-person attendance** for quorum and voting
- Requires advance approval from the Clerk of the Board
- Audio + video required (audio-only allowed if disability requires)

### **Administrative Notes**

- Written request required at least one week in advance
- No medical documentation required
- Teleconference location rules are waived for approved accommodations



Who?  
What?  
When?

TCAB Role	What This Means in Practice	Current Status
Review and provide feedback on eligibility and selection criteria for the Implementation Lead Entity	Advise on qualifications, experience, community accountability, and equity requirements reflected in the RFQ	In progress – Ad hoc committees convening
Review and provide feedback on eligibility and selection criteria for the RFP Rapid Response Service Providers	Ensure leadership criteria reflect community trust, lived experience, and systems leadership	Upcoming – Post-Lead Entity selection
Review and provide feedback on eligibility and selection criteria for the Executive Director	Ensure leadership criteria reflect community trust, lived experience, and systems leadership	Upcoming – Post-Lead Entity selection
Review and provide feedback on eligibility and selection criteria for the Board of Directors	Advise on governance composition, community representation, and accountability structures	Upcoming
Review and provide feedback on eligibility and selection criteria for the Community Council	Shape community voice, participation, and decision-making pathways	Upcoming
Support outreach and recruitment for all roles	Share opportunities, advise on inclusive outreach, and help reach qualified community candidates	Ongoing



# Questions? Feedback?

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# THANK YOU

## for serving on the TCAB!

**Office of Racial Equity and Social Justice**  
1026 Escobar Street, Suite 2B  
Martinez, CA 94553

Kendra Carr, Co-Director

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Peter Kim, Co-Director

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Jessica Travenia, Budget & Policy

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- (925) 655-4644

**Transitional Community Advisory Body  
Record of Action, 11/10/25**

**Attendance:**

Leslie Brown  
Mariah Bruce  
Angela Butler-Owens  
Rachel Corona  
Loren Dalbert  
Edward Harris  
Bianca LaChaux  
Dr. LeJon Payne  
Walter McMath  
Dr. Jalaima Nichols  
Nnedi Obembe  
Willie Robinson

*Staff:*

Jessica Travenia  
Cassandra Youngblood  
Peter Kim  
Kendra Carr

**Roll Call**

**Public Comment:** None.

**Community Agreements**

Discussion: None  
Public Comment: None.

**Bylaws**

Staff reported that the Bylaws were approved by the Board of Supervisors on 10/04/2. The addition of three (3) alternate seats were also approved. The Clerk of the Board will open a new application period.

Discussion:

Willie Robinson: Have the three (3) alternates been selected? Staff advised that they have yet to be selected.

Staff reported that Alternates can continue to serve as an active member during the meeting even if the active member comes in late

Walter McMath asked if a ten (10) minute grace period is allowable. The full body agreed. Staff can include the adjustments as agreed upon operating decisions.

Nominations:

- Chair: Pastor Ed Harris
- Vice-Chair: Walter McMath, Dr. Jalaima Nichols

**Transitional Community Advisory Body  
Record of Action, 11/10/25**

Members would appreciate verbal statements from nominees to help inform vote

A few members need a little more time to consider. Group determined that nominations will remain open until Monday, 11/17/25. Nominees will come to the December meeting prepared with a brief (2-3 min) statement prior to the vote. An email will be sent to TCAB to include the TCAB roster and the roles and responsibilities of the Chair and Vice Chair.

Staff stated that members need to submit bios and headshots no later than Thursday, 11/13/25.

**Public Comment**

None

Motion made by Walter McMath to ratify the bylaws. Seconded by Mariah Bruce. Motion to

Aye: 12

Nay: 0

Motion passed: Yes

**Solicitations**

Staff: Provided an overview of service providers

Discussion:

- Members want more nuance and breakdown of target populations in each target geographic area; more demographic info to help lift up which groups are in most need in the target areas
- Provide street boundaries and neighborhood names
- Provide link to Healthy Index site and other applicable data sites

<b>EVENT</b>	<b>DATE</b>
RFP Release Date	January 20, 2026
Bidders' Information Session (optional)	February 5, 2026
RFP Questions Deadline	March 6, 2026
Submittal Deadline	March 13, 2026
Review/Evaluation	March 16-April 3, 2026
Interviews (only if needed)	March 30-31, 2026
Selection Notification	April 8, 2026
Written Appeals Deadline	April 17, 2026
Review by Equity Committee	April 20, 2026
Request Approval from Board of Supervisors	May 13, 2026
Contract Negotiation and Routing	May 18 – June 26, 2026
Contract Start Date	July 1, 2026

**Transitional Community Advisory Body  
Record of Action, 11/10/25**

Opportunities for TCAB feedback:

- Drill down on target pops and apply more nuance
- Add'l communities of focus (Rodeo?)
- Requirements of accessibility of services to target communities and outside of those
- Funding amounts per category/per award
- Metrics for progress, outcomes
- Language that illustrates the urgency and prioritization of Black communities while also remaining accessible to all communities

**Public Comment**

None.

**Discuss naming of AAHWRH to include Federal D. Glover name and to illustrate the scope of the network.**

Name suggestions:

The FG Holistic Wellness Collaborative (3)

**The FG Community Wellness Network (5)**

The FG Umoja Holistic Network (4)

The FG Wellness Hub (2)

The FG Legacy Health Collaborative (2)

The FG Wellness Collective (2)

Other words to include: Network, Collective, Coalition, Collaborative, Web

Motion by Pastor Ed Harris to vote on name today. Seconded by Dr. Jalaima Nichols.

Vote:

The FG Holistic Wellness Collaborative (3)

**The FG Community Wellness Network (5)**

The FG Umoja Holistic Network (4)

Motion to name the hub **The FG Community Wellness Network** passed

***Next meeting:*** December 8, 2025

Meeting adjourned 7:38 PM

**Transitional Community Advisory Body  
Record of Action, 12/08/25**

Meeting began at 5:39 PM.

**Attendance:**

Leslie Brown  
Mariah Bruce  
Rachel Corona  
Loren Dalbert  
Pastor Edward Harris  
Bianca LaChaux  
Walter McMath  
Dr. Jalaima Nichols  
Nnedi Obembe  
Willie Robinson  
Angela Butler-Owens

**Absent:**

Dr. LeJon Payne (but is online, sick)

**Staff:**

Jessica Travenia  
Cassandra Youngblood  
Peter Kim  
Kendra Carr

**Public Comment**

None.

**RECEIVE Officer Candidate Speeches and VOTE for Chair & Vice Chair**

Nominees offered introductory remarks.

Members asked questions about how candidates would address “scope creep” and to describe experience to facilitate mtgs and move agendas.

***Nominees for Chair (votes received):***

- Ed Harris (11)
- Loren Dalbert (0)

***Nominees for Vice Chair (votes received):***

- Jalaima Nichols (8)
- Walter McMath (3)

Members commented their appreciation for all the candidates, the emphasis on the need for every member to contribute, and the reminder that the hard work is ahead. Suggestion to help keep time; Angela Butler-Owens has agreed to be timekeeper.



**Transitional Community Advisory Body  
Record of Action, 12/08/25**

**Public Comment**

None.

Motion by Walter McMath to accept and approve the election of Pastor Ed Harris as Chair and Dr. Jalaima Nichols as Vice Chair. Seconded by Mariah Bruce.

Aye: 11

Nay: 0

Motion passed.

**REVIEW and DISCUSS Request for Qualifications (RFQ) for the Lead Entity for the FGCWN.**

Staff: Provided an overview review of the RFQ

**Key questions for TCAB consideration**

1. Are service coordination expectations clear?
2. Do the qualifications reflect community realities?
3. What are the major eligibility criteria that feels most important?
3. Are we weighting organizational experience appropriately?
4. Are cultural-rooted practices fully represented?
5. What expertise must a lead entity have to steward the network?
6. This is a big job with lots of pieces. Would you apply? Why or why not?
7. There is a suggested budget. Is it adequate?

Pastor Ed Harris

- Our duty is to determine the “what”. The lead entity must determine the process.

Willie Robinson:

- Is the funding available adequate for the scope of services?
- Will we have an opportunity to further develop the infrastructure and staffing model?

Bianca LaCheaux

- Cultural competency is not lifted clearly enough in the text.

Dr. Jalaima Nichols

- Will need to provide evidence that they have had success in creating impact?
- How will they measure their success and outcomes? Are they even aware of how they will be assessed over time, in the future? What am I being held to under this contract?
- Sac visit made clear that the entity will need to have demonstrated success in building a network and craft relationships; the word “collaborate” must be lifted up, this is not their singular mission, this is a network

Mariah Bruce

- Do we weigh the “collaboration” area more heavily?

## **Transitional Community Advisory Body Record of Action, 12/08/25**

Loren Dalbert

- We need the entity to train and develop others' ability to collaborate; create standards for collaboration and help providers meet those standards.

Angele Butler-Owens:

- Can we get the assessment/measurement tool from Black Child Legacy Campaign/Rose Family? Discussion ensued about the need to have work completed between meetings; suggestion of creating ad hoc committees was brought forward.

Pastor Ed Harris:

- Our responsibility is to design the opportunity, the “what”; it's the entity is responsible to design the “how to”.
- Will we be responsible for outreach, engagement for applicants?
- We have a site proposed for 2029, this creates a narrative that we are taking too long?

Leslie Brown:

- The entity will need to bring partners together; what social health and data resource tracking tools will they use, that allows them to track
  - Unite Us Platform
  - Find Health
- Cannot get caught up in programmatic areas or nuts of bolts about the how-to

Bianca LeCheaux:

- Need to be aware of the resources available and how to access those opportunities

Willie Robinson:

- Sometimes we move too fast and decide prematurely; would like to propose that move expeditiously but not recklessly. We need to be results oriented.
- The current proposed timeline is too fast and unrealistic.

NEED:

- Ad hoc committees – roles and focus areas
- Clarity on the rules for meeting
- What does success look like for the TCAB? What is expected from us? How will we measure success?
  - Inform the design and release of RFP and RFQ; it has all the information and qualities we want to see in an applicant
  - Receive updates from selected/recommended contractors
  - Provide input and help us avoid scope creep?
- Share ahead of time the highlighted data points/parts from feasibility study and implementation plan
  - Priority areas

### **Public Comment**

**Transitional Community Advisory Body  
Record of Action, 12/08/25**

Narissa Harris: Executive Director must have cultural competency. This must be a top tier concern and priority in the hiring/scoring process.

Art Harris: Can MH providers apply?

Anonymous: Can small orgs and consultants?

Motion by Willie Robinson to direct staff incorporate edits to the RFQ, and work with the Chairs on the ad hoc and timeline and bring back to January meeting. Seconded by Angela Butler-Owens.

Aye: 11

Nay: 0

Motion passed.

**RECEIVE Feedback from Equity Committee on Naming of the Federal Glover**

Include Federal D. Glover name and illustrate the scope of the network.

The FG Holistic Wellness Collaborative (3)

**The FG African American Community Wellness Network (5)**

The FG African American Wellness Network FG AAWN

The FG Umoja Holistic Network (4)

The FG Wellness Hub (2)

The FG Legacy Health Collaborative (2)

The FG Wellness Collective (2)

Network

Collective

Coalition

Collaborative

Web

Motion by Ed Harris to vote today. Seconded by Dr. Jalaima Nichols. Motion passes unanimously.

***Vote:***

The FG Holistic Wellness Collaborative (3)

**The FG Community Wellness Network (5)**

The FG

The FG Umoja Holistic Network (4)

Motion to name the hub **The FG Community Wellness Network** passed.

***Next meeting:*** January 12, 2026

Meeting adjourned at 7:38 PM



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-169

**Agenda Date:** 1/12/2026

**Agenda #:** 4.

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**Meeting Date:** January 12, 2026

**Subject:** Receive Overview of TCAB Workplan and Phase One Implementation Framework

**Submitted For:** Transitional Community Advisory Board

**Presenter:** Jessica Travenia

**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

As part of its advisory role, the Transitional Community Advisory Body (TCAB) is supporting Phase One implementation of the African American Wellness Network. Staff have developed a TCAB workplan that outlines key milestones, decision points, and advisory responsibilities aligned with procurement, governance development, and community engagement. Here we have a quick snapshot table as Chairs and TCAB members will review and finalize the workplan.

### Information:

Staff will provide a brief overview of the TCAB workplan to ground members in the overall trajectory of Phase One implementation. The overview will highlight how TCAB activities connect to historical community engagement, data collection, policy research, and cross-departmental collaboration that informed the Wellness Network's design.

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

Receive overview of the TCAB workplan and note its role in guiding TCAB activities and advisory responsibilities.

## Transitional Community Advisory Body Workplan

Chair, Rev. Edward Harris

Vice Chair, Dr. Jalaima Nichols

*\*Timeline subject to change based on emerging circumstances*

*Timeline	Agenda Items
<b>October 2025</b>	Transitional Community Advisory Body (TCAB) Orientation, Role & Responsibilities
	Implementation Plan for the African American Wellness Network
	Black Child Legacy Campaign Site Visit
	Meeting Cadence & Calendar
<b>November 2025</b>	Transitional Community Advisory Body (TCAB) Bylaws
	Transitional Community Advisory Body (TCAB) Officer Nominations
	Review the Process to Select the Lead Entity & Rapid Response Providers
	Naming of the African American Wellness Network
<b>December 2025</b>	Transitional Community Advisory Body (TCAB) Officer Selection
	Provide Feedback on the Request for Qualifications (RFQ) for the Lead Entity
	Transitional Community Advisory Body (TCAB) Recruitment Update
	Naming of the African American Wellness Network - Equity Committee Feedback
<b>January 2026</b>	Select Ad Hoc Group to Review the Request for Qualifications for Lead Entity
	Naming of the African American Wellness Network (Final Recommendation to Equity Committee)
	Report Out and Purpose of Site Visits
<b>February 2026</b>	Final Review and Approval of the Request for Qualifications for Lead Entity (Forward to Equity/BOS)
	Outreach Strategy to Recruit Applicants for Lead Entity
<b>March 2026</b>	Outreach/Recruit Applicants for Lead Entity
	Select Ad Hoc Group to Review the Request for Proposals for Service Providers
<b>April 2026</b>	Outreach/Recruit Applicants for Lead Entity
	Final Review and Approval of the Request for Proposals for Service Providers (Forward to Equity/BOS)
<b>May 2026</b>	Update on Lead Entity Proposals & Selection Process
	Outreach Strategy to Recruit Service Provider Applicants

June 2026	Receive and Discuss Final Recommendation for Lead Entity (Forward to Equity/BOS)
	Outreach/Recruit Service Provider Applicants
July 2026	Update on Service Provider Proposals & Selection Process
	Introduction of the Lead Entity
	Discuss Criteria for the Executive Director
August 2026	Receive and Discuss Final Recommendation for Service Providers (Forward to Equity/BOS)
	Outreach Strategy to Recruit for Executive Director
September 2026	Announce Service Provider Cohort
	Outreach/Recruit Executive Director
	Discuss Criteria for the Board of Directors and Community Council
October 2026	Update on the Executive Director Application and Selection Process
	Outreach Strategy to Recruit for the Board of Directors and Community Council
November 2026	Introduction of the Executive Director
	Outreach/Recruit for the Board of Directors and Community Council
December 2026	Update on the Board of Directors and Community Council Application and Selection Process
January 2027	Introduction of the Board of Directors and Community Council Application and Selection Process

Status	Transitional Community Advisory Body (TCAB) Objectives
In Progress	Review and provide feedback on eligibility and selection criteria for the Implementation Lead Entity
Not Yet Started	Review and provide feedback on eligibility and selection criteria for the RFP Rapid Response Service Providers
Not Yet Started	Review and provide feedback on eligibility and selection criteria for the Executive Director
Not Yet Started	Review and provide feedback on eligibility and selection criteria for the Board of Directors
Not Yet Started	Review and provide feedback on eligibility and selection criteria for the Community Council
Not Yet Started	Support outreach and recruitment for all roles



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-170

**Agenda Date:** 1/12/2026

**Agenda #:** 5.

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**Meeting Date:** January 12, 2026  
**Subject:** Form Ad Hoc committees to support Request for Qualifications revisions  
**Submitted For:** Transitional Community Advisory Board  
**Presenter:** Rev. Edward Harris, TCAB Chair  
**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

At prior meetings, TCAB members reviewed and provided feedback on the Request for Qualifications (RFQ) for the Lead Entity of the African American Community Wellness Network. While initial comments have been incorporated, staff and members have identified several sections that would benefit from deeper review and clarification to ensure transparency, equity, and alignment with community priorities.

### Information:

Chairs propose the formation of ad hoc committees to further review and refine the following RFQ sections:

- Scope of Services
- Qualifications and Eligibility
- Response Instructions & Response Outline
- Review and Selection Process

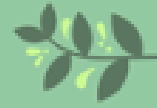
Ad hoc committees would be time-limited and focused on providing clear recommendations to staff for incorporation into a revised RFQ draft.

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

Form Ad Hoc committees to review and provide recommendations on specified RFQ sections to support final revisions.



# Request for Proposals January 2026



Office of Racial  
Equity & Social  
Justice

CONTRA COSTA COUNTY



**Lead Entity for the  
Coordination and  
Development of the  
Federal Glover  
Community Wellness  
Network**

Release Date: January 20, 2026

Submission Due Date: March 13, 2026

Contact for Questions:

**Office of Racial Equity and Social Justice (ORESJ)**

Email: [admin@oresj.cccounty.us](mailto:admin@oresj.cccounty.us)

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# I. Background

## I. Background

### A. Intent of RFQ

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is seeking submissions of qualifications from local agencies, organizations and collaboratives qualified to serve as the Lead Entity for the development and implementation of the Federal Glover Community Wellness Network (formerly the African American Holistic Wellness & Resource Hub).

This initiative builds upon the community's collective vision for African American wellness and thriving<sup>1</sup>, as well as the County's commitment to addressing racial inequities and improving outcomes for its most marginalized residents and communities. The Federal Glover Community Wellness Network (FGCWN) will provide a culturally responsive, compassionate, and comprehensive response to the needs of vulnerable members of the African American community. It builds upon the success of prior County efforts and models such as the Contra Costa Family Justice Alliance (initially administered by Employment and Human Services Department), the Black Health Conductors program (administered by the Health Department) and the Reentry Success Network/Center (administered by the Probation Department).

The FGCWN will provide a formalized structure for the coordination and sustainability of a countywide network of County- and community-led programs and services. Its purpose is to ensure the efficient use of resources, consistent access to quality services across communities, streamlined policies, and a coordinated focus on the needs of Black residents experiencing disparities and inequities throughout Contra Costa County.

Ultimately, the FGCWN will play a critical role in strengthening a comprehensive, countywide safety net for vulnerable African Americans and other marginalized residents—enhancing safety, connection, belonging, and access to health, mental health, and supportive services that meet both immediate and long-term needs.

The purpose of this solicitation is to identify a qualified Lead Entity to implement and oversee the coordination of the FGCWN as outlined in the Implementation Plan (linked [here](#) and included as Appendix A) approved by the Board of Supervisors on August 12, 2025. The selected Lead Entity will serve as the administrative and coordinating body responsible for establishing governance structures, nurturing service provider relationships, ensuring shared accountability, and building long-term sustainability for the Federal Glover Community Wellness Network.

**It is important to note that a parallel process is underway to solicit the services of community- based organizations to provide rapid response services within the Federal Glover Community Wellness Network.**

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<sup>1</sup> *Built By Us: A Community Blueprint for the African American Holistic Wellness and Resource Hub*, Feasibility Study commissioned by the Contra Costa County Board of Supervisors, presented April 15, 2025

The contracted community-based service providers will form the first cohort of agencies for whom the Lead Entity will engage, support and coordinate.

## **B. Measure X and the African American Holistic Wellness and Resource Hub**

Funding for this RFP comes from Measure X, a Countywide, 20-year, half-cent sales tax that raises flexible funds that the County can use to fill gaps in funding to support critical and essential needs and services in the community.

Currently, in Contra Costa County, African Americans represent approximately [8.7%](#) of the population. Racism, inequity, injustice, and harm exist throughout the United States, including here in Contra Costa County, have created and maintained conditions for African Americans such that they continue to experience disproportionate rates of preventable chronic illnesses such as heart disease, obesity, cancer as well as most recently, COVID-19. Racial and ethnic disparities in health outcomes, the criminal justice system, educational achievement, and social service metrics in Contra Costa County have been well-documented in reports issued by the [Contra Costa Racial Justice Task Force/Oversight Body](#), [First Five Contra Costa](#), [Kaiser Permanente](#), [Contra Costa Health Services](#), [Contra Costa Continuum of Care](#), [Contra Costa Employment and Human Services Department](#), and others.

For the last several years, members of the community have advocated and led the effort in the County for the creation of an African American Holistic Wellness and Resource Hub and the urgent need for expanded support services that address the pain, trauma, and other related challenges that exist in under-resourced, under-served African American communities. Since its inception, the vision of a wellness *hub* has evolved and grown to encompass a countywide wellness *network* connecting communities and services throughout Contra Costa County, which informed the recent change of the name from the African American Holistic Wellness and Resource Hub to Federal Glover Community Wellness Network (FGCWN). The high-level mission and vision for Federal Glover Community Wellness Network (FGCWN) is to host and provide culturally relevant and responsive services to eliminate health and wellness disparities. As a result of services provided through the FGCWN, African American community members in Contra Costa County will experience greater safety, connection and belonging, and have greater access to health, mental health and other support services that meet their immediate needs.

On December 12, 2023, the Board of Supervisors directed that a one-time allocation of \$1 million of Measure X funds be allocated for the purpose of supporting the “African American Holistic Wellness and Resource Hub and existing services” in Contra Costa County. These funds were allocated to support and expand current programs and services as an immediate, intermediary step until the Hub is established. In May 2025, a cohort of 13 Black-led community-based organizations began service delivery on 14 projects located in East and West County across five priority services areas – community healing, food and housing insecurity, infant and maternal health, behavioral health and youth development. See the current cohort of service providers [here](#).

On April 23, 2024, the Board of Supervisors allocated an additional \$7.5 million of Measure X funds towards the actual establishment and operation of an African American Holistic Wellness and Resource Hub and implementation of services and activities. This is in addition to the \$180,000 that the Board of Supervisors allocated for the completion of a comprehensive feasibility study to help inform the purpose, design, and implementation of the AAHWRH services.

From August 2024 through March 2025, Ceres Policy Research conducted a [feasibility study](#) that included 8 community listening sessions, multiple stakeholder interviews, and a community survey of over 4,000

residents, as well as a fiscal analysis of possible locations and a comprehensive health and needs assessment of Black community members in Contra Costa County. On April 15, 2025, Ceres Policy Research presented their feasibility plan to the Board of supervisors along with their recommendations for the design and implementation of an AAHWRH. The Board directed ORESJ to proceed with creating an actionable implementation plan based on the information and recommendations shared in the feasibility report.

On June 10, 2025, the Board of Supervisors approved an allocation of \$400,000 of one-time Measure X funds to support African American males, and directed that these funds be included in the implementation plan for the African American Holistic Wellness and Resource Hub.

On August 12, 2025, ORESJ presented the Implementation Plan for the African American Holistic Wellness and Resource Hub to the Board of Supervisors, which outlined three implementation phases spanning from August 2025 to July 2029. In the first implementation phase, ORESJ, in consultation with the Board-appointed Transitional Community Advisory Board, would release two competitive solicitations – one for an implementation lead entity and another for rapid response services. This RFQ is in regard to the former.

On October 27, 2025, the Transitional Community Advisory Body held its first monthly meeting to begin tasks associated with Phase 1 of the implementation of the Federal Glover Community Wellness Network. The role of the Transitional Community Advisory Body (T-CAB) is to support the early development of the Federal Glover Community Wellness Network by providing guidance and feedback to ORESJ in the procurement of an independent Lead Entity who will oversee implementation and coordination. Similar to the AAHWRH Feasibility Study Steering Committee (December 2023 to May 2025), the T-CAB is a community-led advisory body comprised of thirteen (13) county residents that each possess personal and professional lived experiences that reflect the needs, concerns and priorities of vulnerable African Americans in Contra Costa County.

The Transitional Community Advisory Body's responsibilities include:

- Review and provide feedback on eligibility and selection criteria for Implementation Lead entity
- Review and provide feedback on eligibility and selection criteria for Executive Director
- Review and provide feedback on eligibility and selection criteria for Board of Directors
- Review and provide feedback on eligibility and selection criteria for Community Council
- Support outreach and recruitment efforts for interested and qualified candidates for all positions/roles listed above

Once selected and Board-approved, the Lead Entity will attend the monthly T-CAB meetings and provide progress updates and receive feedback related to the implementation of the Federal Glover Community Wellness Network. The T-CAB will remain in place until the independent 501(c)(3) nonprofit organization is created, a Board of Directors is appointed, and a Community Council is established, after which the T-CAB will dissolve.

### **C. Scope of Services**

The County seeks to contract with an eligible contractor with extensive expertise in supporting local Black-led and Black community-serving organizations to implement and administer the coordination of a countywide network of services and activities dedicated to increasing and strengthening African-American holistic wellness in Contra Costa County. The selected contractor will serve as the Lead Entity, responsible for the

coordination and development of the Federal Glover Community Wellness Network, according to the [Implementation Plan](#) approved by the Board of Supervisors on August 12, 2025.

To be selected by the County to provide the indicated services, the Successful Responder must show an ability to begin the provision of services, as described, within 60 days of the effective date of the resulting contract. Below is a summary of specific contractor requirements and required operations for the Federal Glover Community Wellness Network.

**The Lead Entity will be responsible for the following:**

**Federal Glover Community Wellness Network**

<b>Network Coordination</b>	Coordinate a network of service provider partners and facilitate collaboration and communication among County, community-based, and other partners. Align and integrate programs and services offered via mobile, pop-up, and satellite sites. Support and facilitate referral and coordination processes that respond to shifting migration and community dynamics among Black residents throughout the County.
<b>Organizational Development</b>	Hire an (or serve as) Executive Director to oversee implementation. Establish (or serve as) an independent 501(c)(3) nonprofit organization to serve as the formal netw’s Lead Entity. Recruit and convene a Board of Directors and a Community Council. Hire inaugural program and operations staff. In partnership with ORESJ, develop and nurture partnerships with County, nonprofit, business, and philanthropic stakeholders.
<b>Infrastructure Development</b>	Provide the executive director with technical support, strategic planning, and clear direction on how to design and implement the network. Serve as the employer of record for the executive director and any program staff. Provide the organizational infrastructure, administrative support, and resources for the Federal Glover Community Wellness Network staff to carry out programming and duties. Identify and secure community-based satellite sites to house network programs and services. Once a physical site is established in East County, provide Network-related infrastructure (workspace, coordination, and communications) for partners co-locating services at the site.
<b>Data Integration and Outcome Tracking</b>	Collaborate with County agency and community-based partners to use common data collection tools. Identify impact indicators and outcomes for all partners to track. Encourage responsible data sharing among partners while ensuring participant confidentiality, trust, and safety.

<b>Implement Best Practices and Continuous Improvement</b>	Monitor program activities and progress reports that tracks people served, milestones achieved, and deliverables met; produce an annual summary report of these outcomes.
	Identify and share evidence-based, promising, and community-defined best practices with partners. Coordinate capacity-building and training opportunities for all partners engaged in service provision. Nurture a culture of learning, collaboration, and coordinated service delivery among network service providers and partners. This can include activities such as network convenings, coordinated site visits, strategic thought partnership, connection to resources and other supports.
<b>Resource Development</b>	Work with public system, business, community, and philanthropic partners to identify and pursue funding opportunities. Develop and implement a 10-year fund development and sustainability plan for the community wellness network.

Based on the above summary of contractor requirements and required operations for the Federal Glover Community Wellness Network, the following outlines the above responsibilities and deliverables by according to the three-year timeline:

#### Anticipated Year One Deliverables | July 2026 – June 2027

- ☐ Once selected and Board-approved, the contracted lead entity will meet monthly with the Transitional Community Advisory Body to provide progress updates related to the implementation efforts and milestones.
- ☐ Hire (or serve as) an executive director to lead the implementation efforts.
- ☐ Create (or serve as) an independent and self-sustaining 501(c)(3) nonprofit organization to serve as the Federal Glover Community Wellness Network.
- ☐ Recruit and assemble a Board of Directors comprised of individuals with strong community ties, as well as positions of influence in public systems to allow for the independence and agility of a nonprofit organization while maintaining support from local government partners.
- ☐ Recruit and assemble a Community Council to provide insight, subject matter expertise, and lived experience perspective to help guide and inform the shaping and implementation of the programs and services offered within the Federal Glover Community Wellness Network.
- ☐ Identify and secure community-based satellite sites to house network programs and services.
- ☐ Identify data collection tools, resources and practices to implement across the network.
- ☐ Data
- ☐ Report out on early indicators of success among the network’s community-led and County agency programs and services.

#### Anticipated Year Two and Three Deliverables | July 2027 – June 2029

- ☐ Align and integrate programs and services offered via mobile, pop-up, and satellite sites.

- ☐ Support the Executive Director to recruit and hire inaugural program staff.
- ☐ Develop a formalized structure for service coordination, partnership development and shared governance.
- ☐ Lead the administration and coordination of provider contracts and manage partnership relationships with system partners.
- ☐ Provide coordination, support, technical assistance, and capacity building opportunities for contracted community organizations and county agencies to ensure alignment in the delivery of caring, culturally responsive direct services.
- ☐ Align and integrate programs and services offered via mobile, pop-up, and satellite sites.
- ☐ Coordinate the network of contracted service organizations (selected and Board-approved during Phase 1) who will deliver direct services in collaboration with County services
- ☐ Convene and facilitate multidisciplinary team meetings to ensure referrals, communications, and services remain aligned and address the needs of the most vulnerable participants.
- ☐ Develop a ten-year fund development and sustainability plan.
- ☐ Implement comprehensive research and evaluation methods to assess program effectiveness and impact. This includes the collection and analysis of both qualitative and quantitative data to capture a holistic view of service delivery and outcomes.
- ☐ Incorporate storytelling, narrative interviews, and focus groups with participants and staff to provide a nuanced understanding of user experiences.
- ☐ Use disaggregated data to track access and service outcomes, ensuring transparency and accessibility of information.
- ☐ Facilitate participatory data sense-making and community learning exchanges to foster continuous improvement and community engagement.
- ☐ Provide quarterly updates for ORESJ to present at the Equity Committee meeting of the Board of Supervisors.
- ☐ Data part II
- ☐ Capacity building part II

### **ORESJ's Scope of Work**

Since December 2023, the Office of Racial Equity and Social Justice (ORESJ) has served as the lead county agency responsible for stewarding the establishment of the Federal Glover Community Wellness Network. ORESJ is leading the procurement and selection processes for this RFQ which seeks both the contracted lead implementation entity, as well as the complimentary RFP for Black-led, Black-serving service provider organizations to provide rapid response services in North Richmond, Richmond, Pittsburg and Antioch. ORESJ currently facilitates the Board-appointed Transitional Community Advisory Body (T-CAB) which is tasked with supporting the design and development of these procurement and selection processes and providing real-time feedback on the early implementation tasks for the community wellness network during the initial Phase 1. In Phase 2, after an independent entity has been selected, a 501c3 has been established, and a Board of Directors and Community Council are in place, the T-CAB will transition from its duties and dissolve.

During this first implementation phase, ORESJ will pursue funding opportunities for research and evaluation of the Federal Glover Community Wellness Network. ORESJ is committed to research and evaluation that is community-centered, non-extractive and affirming. Core methods will include qualitative measures (e.g. storytelling, narrative interviews, and focus groups with community wellness network users, staff, and leaders); quantitative tracking of disaggregated access and service outcome indicators; participatory data



sense-making and community learning exchanges; and transparent reporting to ensure information is readily accessible.

During Phase 2, ORESJ will continue to work with and support the contracted implementation Lead Entity and its executive director with establishing and maintaining partnerships with County agencies and other appropriate public system partners with the goal of establishing effective collaboration, communication and coordination with regard to referral processes, service alignment, and leveraging of shared resources and services.

In partnership with the contracted Lead Entity and executive director, ORESJ will also engage health system partners, local municipal leadership and community organizations in order to garner support, buy-in and commitment from key stakeholders regarding long-term service partnerships and sustainability.

Overall, ORESJ will serve as a bridge and liaison to County leadership and departments, while also providing support and strategic thought partnership to the Federal Glover Community Wellness Network.

#### **Key Implementation Priorities for Phases 1 and 2:**

- Expand mobile physical health services in collaboration with Contra Costa Health and establish partnerships with transportation services and community-based organizations.
- Expand systems navigation and service linkage support in collaboration with County departments, as well as expand supports to unhoused and housing insecure families.
- Establish partnerships with community-based organizations to provide credible messengers, pop-up sites, and wraparound supports.
- Fund community-based mental health healing circles and counseling programs in partnership with trusted local providers.
- Implement restorative justice and re-entry support in collaboration with the Public Defender and Probation Departments.
- Fund supportive services that prioritize African American males, mothers and infants, and elders.
- Focus initial services across multiple neighborhood sites in Districts 1 and 5 to meet urgent resident needs and ensure accessibility.

#### **D. Qualifications and Eligibility**

The County seeks to partner with one or more qualified responder(s) with a proven and demonstrable track record in working in deep partnership with service providers and community organizations embedded in, representative of, and dedicated to serving marginalized, vulnerable African American communities in Contra Costa County. Respondents must be able to clearly articulate understanding of the demographics, experiences, and needs of diverse, multi-generational Black communities and residents, and demonstrate expertise in engaging, communicating, partnering, and/or serving the Black community and other marginalized communities of color. Ideal respondents will also have deep experience and understanding of the communities, systems, and the social, economic and cultural dynamics of Contra Costa County.

Qualified responses will include a documented history of comparable projects and/or equivalent service delivery, and demonstrate a record of building and coordinating a collective of community, public system and/or private partners to improve the wellbeing of vulnerable communities.

Applicants may apply as single entities or in partnership (with a Lead Agency identified). The Applicant (or Lead Agency) must meet the following criteria:

- Be a registered organization and in active standing with the California Secretary of State's Office
- Have a valid, current business license, Employer Identification Number, and be fully current on all state and local tax filings and payments
- As applicable, hold current state or local licenses, credentials or certifications required to provide the services proposed
- Be knowledgeable about, and comply with, all applicable federal, state, and local laws and regulations
- Have a proven track record in successfully providing the proposed services
- Have commercial general liability insurance

Ideal respondents will be Black-led (defined as organizations with at least 51% of leadership, board, or governing members identifying as Black and with core programs developed by and for Black residents of Contra Costa County). They will be able to demonstrate cultural competence and the ability to establish community trust. Ideal respondents will also have experience offering and/or coordinating comprehensive wraparound services to community members (e.g. mental health, maternal care, housing, employment, education, etc.). They will employ staff with lived experience (e.g. formerly incarcerated, etc.) and prioritize mentorship, leadership development, and fair compensation.

To be considered for selection, respondents must demonstrate capacity, cultural competency, commitment, expertise and experience in working in deep partnership with service providers and community organizations embedded in, representative of, and dedicated to serving marginalized, vulnerable communities, and specifically impacted African American communities in Contra Costa County.

Additionally, bidders must have the capability and experience to perform the following scope of services. Organizations that would like to submit a Scope of Qualifications (SOQ) but cannot perform all required services are encouraged to partner with other agencies or sub-consultants to have a team that would complement/supplement their capabilities.

#### **E. Budget and Contract Period**

This solicitation is for a contractor to fulfill a three (3) year contract period beginning on July 1, 2026 and ending June 31, 2029. Beginning on July 1, 2027, renewal of each new contract year will be contingent on satisfactory performance of the described scope of work and activities and the successful delivery of contracted deliverables.

The funding will be distributed according to a graduating scale according to a growing scope of capacity and staffing needs. Year one will include an award of up to \$500,000; year 2 will include an award of up to \$750,000; and, year 3 will include a final award of up to \$900,000. Up to and no more than a total of \$2,150,000 will be awarded over the three (3) year contract period.

See the proposed budget below (Figure A) to serve as a possible annual spending plan for all three (3) years. Applicants may adjust the spending plan according to what is most feasible for their organization.

**July 2026 - June 2027 (Year 1)**

<b>Lead Agency</b>	<b>\$500,000</b>
*Executive Director	\$225,000 (\$150,000 salary + \$50,000 benefits)
*Director of Programs and Operations	\$218,750 (\$130,000 salary + \$45,000 benefits)
Operations + Indirect Cost	\$56,250
<b>Total FY 26-27</b>	<b>\$500,000</b>
<b>July 2027- June 2028 (Year 2)</b>	
<b>Lead Agency</b>	<b>\$750,000</b>
Executive Director	\$200,000 (\$150,000 salary + \$50,000 benefits)
Director of Programs and Operations	\$175,000 (\$130,000 salary + \$45,000 benefits)
Advocacy and Training Manager	\$120,000 (\$90,000 salary + \$30,000 benefits)
Administrative Assistant	\$93,000 (\$70,000 salary + \$23,000 benefits)
Operations	\$49,500
Indirect Cost (15%)	\$112,500
<b>Total FY 27-28</b>	<b>\$750,000</b>
<b>July 2028 - June 2029 (Year 3)</b>	
<b>Lead Agency</b>	<b>\$900,000</b>
Executive Director	\$200,000 (\$150,000 salary + \$50,000 benefits)
Director of Programs and Operations	\$175,000 (\$130,000 salary + \$45,000 benefits)
Advocacy and Training Manager	\$120,000 (\$90,000 salary + \$30,000 benefits)
Community Engagement Specialist	\$120,000 (\$90,000 salary + \$30,000 benefits)
Administrative Assistant	\$93,000 (\$70,000 salary + \$23,000 benefits)
Operations	\$57,000
Indirect Cost (15%)	\$135,000
Infant and Maternal Health (1-2 grants)	\$250,000
<b>Total FY 28-29</b>	<b>\$900,000</b>
<b>July 2026 – June 2029 Total (3 years)</b>	
	<b>\$2,150,000</b>

Figure A: Proposed Spending Plan for Implementation Lead Entity

## F. Timeline

The following outlines the timeline of activities for this solicitation process, beginning with the RFQ release date and ending with the anticipated contract start date.

EVENT	DATE
RFQ Release Date	January 20, 2026
Bidders' Information Session (optional)	February 5, 2026
RFQ Questions Deadline	March 6, 2026
Submittal Deadline	March 13, 2026
Review/Evaluation	March 16-April 3, 2026
Interviews (only if needed)	March 30-31, 2026
Review by Transitional Community Advisory Body	April 13, 2026
Selection Notification	April 15, 2026
Written Appeals Deadline	April 17, 2026
Review by Equity Committee	April 20, 2026
Request Approval from Board of Supervisors	May 13, 2026
Contract Negotiation and Routing	May 18 – June 26, 2026
Contract Start Date	July 1, 2026

*\*Dates may shift due to unforeseen scheduling challenges and/or changes.*

## II. Application Instructions and Review Process

Respondents shall submit Statements of Qualifications (SOQ) Narratives that are concise and specifically responds to all requested services as posted in this RFQ. Each SOQ Narrative shall include the following format, content, and attachments. SOQ Narratives that do not conform to the requirements specified below will not be considered.

### A. Response Instructions

1. Responses shall consist of a single packet containing all required documents and any allowable supporting information. Each responder must submit one (1) original response [via \(source: TBD\)](#). Late submittals will not be accepted.
2. The response narratives shall be typed double-spaced and printed on 8 1/2" x 11" paper with no less than 1" margins on all sides, using an easy to read 12-point font. Total response narratives shall not exceed 20 pages collectively, *excluding* the cover letter, cover page, table of contents and required attachments.
3. All pages in each submitted response packet must be numbered consecutively beginning with the Cover Letter as page 1 and ending on the final page of the response packet.
4. All information in each response packet must be presented in the sequence outlined in the next section (Response Outline).

### B. Response Outline

#### Section I: COVER LETTER and TABLE OF CONTENTS

1. Cover Letter
  - i) Provide no more than a one-page cover letter that briefly introduces your organization, interest in serving as the Lead Entity of the Federal Glover Community Wellness Network and relevant experience. The letter must be signed in blue ink by an authorized representative of the firm.
2. Cover Page and Table of Contents

#### Section II: STATEMENT OF QUALIFICATIONS (SOQ) NARRATIVE

1. Organizational History and Overview
  - i) Describe your organization's vision, mission, and strategic goals. Include a brief summary of your organization's overall history, years in operation, current core services and number of years

providing the services described in this solicitation. Detail your organization's expertise in providing services in Contra Costa County and also indicate where your organization's headquarters are located, the location of any satellite offices in Contra Costa County, and the form of your business (government, nonprofit, other—please specify).

- ii) Your organization's primary areas of expertise and qualifications (including resources, capabilities, and licenses/certifications) as they relate to the scope of services described in this RFQ.

## **2. Scope of Services Understanding and Experience**

- i) (3-4 pages): Describe the organization's understanding, knowledge, and experience working in partnership and supporting Black-led, Black community-serving grassroots organizations.
- ii) Describe your organization's expertise in developing, supporting and/or administering networks and collaborative partnerships across multiple stakeholders. If applicable, include any Describe your approach to fostering collective impact and/or collaboration among partners, cultivating consistent practices and attitudes, and managing both administrative and programmatic operations involving multiple partners with diverse skill sets, responsibilities, values, and ways of working.
- iii) Describe your approach to supporting relationship- and capacity-building with service providers, ongoing quality improvement among Partners and to advancing professional capacities and effective practices for local nonprofit/public stakeholders connected to the Network's work.

## **3. Technical Expertise and Team Member Qualifications**

### Service-Related and Subject-Matter Expertise

- i) Discuss your expertise as it relates to developing and implementing programs to address African American health and wellbeing in Contra Costa County. Discuss your expertise in managing and operating culturally relevant programs, integrating evidence-based practices/interventions relevant to the target population, providing trauma-informed care, and delivering client-centered services while monitoring program performance.
- ii) Describe your experience and capacity as they relate to developing and managing multi-sector and interdisciplinary collaborative initiatives, including co-located and integrated services to achieve successful outcomes for vulnerable African American populations.
- iii) Describe your experience and expertise in working with public agencies, particularly those that are central to this project, including the Health Services Department, Employment and Human Services Department, Library, Probation and Public Defender offices.

### Data and Information Management Expertise

- i) Describe your organization's technical capacity to collect and report all required data including service delivery statistics and program implementation and outcome measures. Share what resources are needed to bolster your organization's data collection, analysis and reporting capacities.

- ii) Describe how your organization plans to manage, track, and collect data related to monitoring progress toward process outcomes. Describe the data collection infrastructure, tools, systems and/or processes that will be utilized to support collecting and monitoring the project's implementation data.
- iii) Discuss your expertise and experience working within the requirements of state and federal laws mandating varying levels of confidentiality and protections of personal information. Include discussion of issues related controlling access to sensitive data, the use of interagency agreements to regulate information access, sharing, use, and privacy.

#### Team Member Qualifications

- i) Identify the key team member(s) for this project, including roles and duties as related to this project. Provide an Organizational Chart of key team members, including any partners or subcontractors; and describe each key team member's lived experiences related to the scope of work, their qualifications, experience level, and expertise. Briefly discuss the related projects key team members have worked on, and other relevant experience that speaks to their expertise on this project. Submit resumes for all key team members who will be working directly on this project (these will *not count* towards page limit)
- ii) Identify the individual or team who will provide overall project leadership. Who will serve as the initial project manager until an executive director is identified? Indicate who is authorized to negotiate contract terms on behalf of your organization. If different, indicate who is the primary point-of-contact who will manage and oversee implementation of project. Share the areas of specialization of each member of the team leadership.

#### **4. Experience with Similar Projects and Place-Based Experience within Contra Costa County**

- i) Describe any similar past projects including the scope of the project, relevance to your expected operations of the Federal Glover Community Wellness Network, stakeholders involved, and a brief summary of the approach and services provided. If relevant, indicate any collaborative partners engaged to complete or implement a similar project. In addition, indicate any challenges encountered and how they were addressed.
- ii) Describe your organization's history of and current operations in the local community including identifiable service locations or facilities, within Contra Costa County, preferably within the region and/or communities where services are to be accessed by the most vulnerable African American communities. You may include any relevant lived experience in the region, communities, or neighborhoods you intend to serve that demonstrates your expertise.
- iii) Describe how your organization plans to address any challenges/barriers clients may have in accessing your services. You may include any relevant lived experience with successful strategies to address challenges/barriers to service access for the communities within the regions you intend to serve.

### **Section III: PROJECT BUDGET and BUDGET NARRATIVE**

*(Maximum \_\_\_\_ pages, double-spaced, 1-inch margins, 12-point font. The line-item budget will not count towards any page limit. Items in the budget table may be single spaced.)*

....

### **I. Supplemental Resources**

- To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for the Federal Glover community Wellness Network? Are there other initiatives or efforts that the organization is or will be implementing that can be leveraged and aligned to amplify or extend the project goals and impact?
- Points equaling up to 5% (or 5 points) of the total score possible will be added to the applicant's total score. The addition of these preferential points will make up the applicant's final score.

### **B. SOQ Submission**

- a. Responses to this RFQ must be submitted electronically through the BidSync/Periscope website – NO EXCEPTION
- b. Late submittals will not be accepted – NO EXCEPTION

### **C. Professional References (Exhibit B)**

Respondents shall provide a list with a minimum of three (3) references. Each reference must include the name of the person, their organization, their relationship to your organization, the years known, and current contact information.

### **D. Licenses and Permits**

Respondents shall possess all licenses, registrations and permits required by the State of California and the County of Contra Costa, as applicable. Such licenses and permits are to be submitted to the County with the SOQ or prior to the contract signing date.

### **E. Submittal Expenses**

### **C. RFQ Mandatory Requirements**

Respondents shall be fully responsible for all costs incurred in the development and submittals for this RFQ.

### **F. Respondent Responsibility**

The Respondent assumes sole responsibility for the complete effort required in submitting an SOQ in response to this RFQ. No special consideration will be given after SOQs are opened because of a Respondent's failure to be knowledgeable as to all of the requirements of this RFQ.

### **G. Interpretation**



Should any discrepancies, omissions, or doubt as to their meaning be found in the RFQ specifications or requirements, the Respondent shall notify the County in writing through the BidSync/Periscope website. The County will send written instructions or addenda to all participants in the RFQ process. The County shall not be responsible for oral interpretations.

## H. Reservation

1. The Respondent assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFQ. No special consideration will be given after proposals are received because of a Respondent's failure to be knowledgeable as to all of the requirements of this RFQ.
2. Should any discrepancies, omissions, or doubt as to their meaning be found in the RFQ specifications or requirements, the Respondent shall notify the County in writing via **source: TBD**. In response, the County will send written instructions or addenda to all participants in the RFQ process. The County shall not be responsible for oral interpretations.

The County reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all SOQs without indicating any reasons for such rejection
- Terminate this RFQ and issue a new RFQ anytime thereafter
- Extend any or all deadlines specified in the RFQ, including deadlines for accepting SOQs by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFQ
- Procure any services specified in the RFQ by other means
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the SOQ or other data available to the County. Such disqualification is at the sole discretion of the County.
- Reject the SOQ of any Respondent that is in breach of or in default under any other agreement with the County
- Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified, or non-responsible

## I. Truth and Accuracy of Representation

- a. To reject any and all proposals without indicating any reasons for such rejection
- b. Terminate this RFQ and issue a new RFQ anytime thereafter
- c. Extend any or all deadlines specified in the RFQ, including deadlines for accepting proposals by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFQ
- d. Procure any services specified in the RFQ by other means
- e. Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County. Such disqualification is at the sole discretion of the County.

- f. Reject the proposal of any Respondent that is in breach of or in default under any other agreement with the County
- g. Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified, or non-responsible

False, misleading, incomplete, or deceptively unresponsive statements in connection with a submittal shall be sufficient cause for rejection of the submittal.

#### **J. Sub-Contract and Assignment**

The Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County is required before the Contractor may enter into subcontracts for any work contemplated under the Contract, or before the Contractor may assign the Contract or monies due or to become due, by operation of law or otherwise.

#### **K. Addenda**

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via addenda to be posted on the BidSync/Periscope website.

#### **L. Addenda Acknowledgement**

All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Exhibit E.

#### **M. Non-Collusion**

By submitting a signed submittal, Respondent certifies that there has been no collusion with any other Respondent. Reasonable grounds for believing Respondent has an interest in more than one submittal will result in rejection of all submittals in which the Respondent has an interest. Any party to collusion may not be considered in future submittals for the same or similar work. See Exhibit C

- 3. No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via addenda to be posted on [source: TBD.](#)
- 4. By submitting a signed proposal, Respondent certifies that there has been no collusion with any other Respondent. Reasonable grounds for believing Respondent has an interest in more than one submittal will result in rejection of all submittals in which the Respondent has an interest. Any party to collusion may not be considered in future submittals for the same or similar work. See Form #3.
- 5. All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Form #5.

## D. Review and Selection Process

All Statements of Qualifications (SOQs) received will be evaluated by a Selection Committee. Each SOQ will be evaluated for completeness and overall responsiveness to the requirements contained in this RFQ. The following criteria, will be evaluated to determine which applicant best meets the needs of the County as described in **Section III: Instructions to Responders**.

### Evaluation Rubric

All responses submitted in compliance with the RFQ requirements will be eligible for review and selection. Responses will be evaluated for completeness and overall responsiveness to the requirements contained in this RFQ.

As a first step, Office of Racial Equity and Social Justice staff will review each response's adherence to RFQ specifications, including:

- On-time submission
- Complete submission packet:
  - Cover Letter and Table of Contents
  - Statement of Qualifications Narrative
  - Project Budget and Narrative
  - Attachments (Form #1, Form #2, Form #3, Form #4, Form #5)
  - Additional Supporting Documentation

All qualified submissions will be forwarded to the RFQ Review Panel for evaluation.

1. The panel will be composed of up to 7 members. These members will be selected from individuals representing the target population, public agencies, and service providers. In determining the panel's composition priority will be given to those with personal and professional expertise in the lived experiences of African American communities, the type of services described in this solicitation, and those who have other relevant subject matter experience and expertise. Members of the Review Panel will be required to sign an impartiality statement. Review panel composition will be released with the recommendations of the review panel.
2. The Review Panel will evaluate and score all qualified submissions using criteria outlined in the Request for Qualifications (RFQ) Scoring Sheet.

Any recommendations for a contract award must be approved by the Contra Costa County Board of Supervisors' Equity Committee, and then the full Board of Supervisors, before any contract will be entered into by the County.

### Request for Qualifications (RFQ) Scoring Sheet

ProposalProgram Elements	Possible Score
<b>II. Organizational History and Overview</b> <ul style="list-style-type: none"><li>• Relevancy of the organization's vision, mission, and strategic goals.</li></ul>	0 – xx-30 pts

<ul style="list-style-type: none"> <li>• Demonstrates alignment of purpose and values.</li> <li>• Priority areas of investment and current portfolio reflect a commitment to addressing the needs of marginalized, underserved, Black communities.</li> <li>• Describes competencies and expertise needed to establish rapport, trust and credibility with marginalized, underserved, Black communities.</li> </ul>	
<p><b>III. Scope of Services Understanding and Experience</b></p> <ul style="list-style-type: none"> <li>• DemonstratesDemonstratesDemonstrates a strong level of understanding, knowledge, and experience working in partnership and supporting Black-led, Black community-serving grassroots organizations.</li> <li>• Demonstrates expertise in developing, supporting and/or administering networks and collaborative partnerships across multiple stakeholders. Includes any relevant and applicable experience in fostering collective impact and/or collaboration among community and county partners.Includes any relevant and applicable experience in fostering collective impact and/or collaboration among community and county partnersIncludes any relevant and applicable experience in grantmaking, administration and management of service contracts, relationship- and capacity-building with service providers, fundraising and fund development, building and maintaining cross-systems alignment.</li> <li>• Demonstrates expertise in ongoing quality improvement among Partners and in advancing professional capacities and effective practices for local nonprofit/public stakeholders connected to the Network’s work.</li> <li>• Describes similar projects/initiatives completed.</li> <li>• Demonstrates experience in grantmaking, administration and/or management of service contracts, fundraising and fund development. Indicates whether there are additional funds, services, or resources that will be leveraged to supplement or augment the work described in the scope of services.</li> </ul>	<p>o – xxxx40 pts</p>
<p><b>IV. Team member qualifications</b></p> <p><b>Technical Expertise and Team Member Qualifications</b></p> <p><u>Service-Related and Subject-Matter Expertise</u></p> <ul style="list-style-type: none"> <li>• Demonstrates expertise in managing and operating culturally relevant programs, especially for African Americans</li> <li>• Has experience developing and managing multi-sector and interdisciplinary collaborative initiatives, including experience in working with public and/or County agencies</li> </ul> <p><u>Data and Information Management Expertise</u></p> <ul style="list-style-type: none"> <li>• Demonstrates the technical capacity to collect and report all required data including service delivery statistics and program implementation and outcome measures</li> </ul> <p><u>Team Member Qualifications</u></p> <ul style="list-style-type: none"> <li>• Qualifications, lived experiences, expertise and related projects of staff are sufficient to deliver on the full scope of work.</li> <li>• Staff areas of specialization and related projects they have worked on that align with this scope of services.</li> <li>• Description of each team member’s role and area of responsibility in the project.</li> </ul>	<p>o – xxxx30 pts</p>

<b>Experience with Similar Projects and Place-Based Experience within Contra Costa County</b> <ul style="list-style-type: none"> <li>• Has experience working on similar past projects with collaborative partners.</li> <li>• Demonstrates an organizational history of and current operations in the local community, especially vulnerable African American communities.</li> <li>• Describes how the organization plans to address challenges/barriers clients may have in accessing services.</li> </ul>	<b>0 – xx pts</b>
<b>Project Budget and Narrative</b>	<b>0 – xx pts</b>
	<b>Total: 100 points</b>
<b>V. Preferential Points for Supplemental Resources</b> <ul style="list-style-type: none"> <li>• To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for the Federal Glover community Wellness Network?grantees? Are there other initiatives or efforts that the organization is or will be implementing that can be leveraged and aligned to amplify or extend the project goals and impact?</li> <li>• Points equaling up to 5% (or 5 points) of the total score possible will be added to the applicant's total score. The addition of these preferential points will make up the applicant's final score.</li> </ul>	<b>0 – 5 pts</b>

## B. Evaluation and Negotiation

Upon completion of the review of SOQs, the County will notify Respondents if further evaluation and negotiation is necessary. Respondents may be contacted for an interview, but only if needed. The key team members identified in the SOQ should attend the interview. Interviews will be 30-60 minutes. Any delay caused by Respondent's failure to respond to direction from the County may lead to a rejection of the SOQ.

## C. Award of Contract

If the County determines after further evaluation and negotiation, to award the Contract, a Contract will be sent to the successful Respondent for signature. No submittal shall be binding upon the County until after the Contract is signed by duly authorized representatives of both Respondent and the County.

## D.

## Submittals are Public Records

California Government Code Section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any person has a right to inspect any public record, unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any submittals while the County conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the County either awards a contract to a successful Respondent, or rejects all submittals, the County will consider each submittal subject to the public disclosure requirements of the California Public Records Act. Each Respondent is hereby informed that, upon submittal of its SOQ to the County in accordance with this RFQ, the-SOQ becomes the property of Contra Costa County.

## E. Appeal Procedures

### A. Appeal Procedures

In the event a dispute arises concerning the RFQ process prior to the award of the contract, the party wishing resolution of the dispute shall submit an appeal in writing to the attention of:

Kendra Carr and Peter Kim, Co-Directors

Office of Racial Equity and Social Justice

Contra Costa County

1026 Escobar Street, Suite 2B

Martinez CA, 94553

Appeals must be submitted no later than **12:00 P.M. on April 17, 2026**. Notification of a final decision on the appeal shall be made in writing to the Responder within ten (10) days, and the decision of ORESJ shall be final and not subject to further review. When submitting an appeal, the appellant must clearly state the action appealed, the harm to the appellant, and the remedy sought. Appeals shall be limited to the following technical grounds:

- Failure of the County to follow the review and selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments to the RFQ.
- There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- There has been a violation of State or Federal law.

## Section V: Contract Information and Requirements

### A. Contract Information:

# 1. III. Other Procedures and Instructions

Potential applicants are encouraged to attend a Bidders' Information Session on February 5, 2026 at 3pm which will be held online via Zoom:

- (Insert Zoom Link)
- Password: (Insert Password)

At the Bidders' Information Session, staff will review the RFQ instructions, provide grant information and general technical assistance on the submission requirements.

Questions regarding the RFQ instructions or grant requirements can be emailed to [admin@oresj.cccounty.us](mailto:admin@oresj.cccounty.us) until 5:00 pm on March 6, 2026. All responses will be posted on the Office of Racial Equity and Social Justice website ([www.contracosta.ca.gov/9969/Racial-Equity-and-Social-Justice](http://www.contracosta.ca.gov/9969/Racial-Equity-and-Social-Justice)) within 72 hours of the office having received the question.

### A. Contract Information and Requirements

#### Contract Period

Any agreement awarded as a result of this RFQ will include the County's general terms and conditions, included as Attachment A to this RFQ, attached as Attachment B to this RFQ. The initial term of any agreement awarded as a result of this RFQ will be for up to 36 months, and is subject to Board of



Supervisors' approval. Each year's renewal of funding is contingent successful progress and met deliverables.. Nothing in this RFQ, and nothing in an agreement awarded as a result of this RFQ, commits the County to contract with the successful responder for any particular length of time.

All other factors being substantially equal, preference will be given to respondents located within Contra Costa County. For purposes of this RFQ, a respondent is located in Contra Costa County if its principal place of business has been located in Contra Costa County for at least six months immediately prior to the issuance of this RFQ.

## **2. Contract Monitoring and Evaluation**

On behalf of the County, the Office of Racial Equity and Social Justice (ORESJ) will actively monitor all services provided through the contract that results from this RFQ process. This monitoring will determine if the Contractor is performing as intended or if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, Contractor(s) will be expected to:

- a. Perform all services without material deviation from an agreed-upon Service Plan;
- b. Complete annual summary progress reports for the County;
- c. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms provided by the County; and
- i. d. Complete annual summary progress reports for the County;
- ii. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms provided by the County; and  
Cooperate with the collection of other fiscal/administrative/service data as requested by the County.

The County will:

- a. Negotiate a service contract that identifies specific performance outputs and/or outcomes to be achieved during the contract term;

- b. Review contract at least once per year within the contract period to ensure compliance with output/outcome requirements, document any non-compliance, and establish a Corrective Action Plan as needed;
- c. Be part of the monitoring of subcontracts written by and entered into by the Contractor that utilizes funds awarded under this solicitation; and
- d. Provide information to Contractor concerning additional State or County data requirements not provided here or in the resulting contract.

### **3.**

#### **Contract Management Responsibilities**

The Contractor's Contract Manager shall also be responsible for all matters related to the firm's personnel and subconsultants performance including but not limited to:

Supervising, reviewing, monitoring, and directing the firm's personnel, and managing subconsultants.

- Assigning qualified personnel to complete the requested services.
- Administering personnel actions for firm's personnel and ensuring appropriate actions taken for subconsultant personnel.
- Maintaining organized project files for record tracking and auditing.
- Developing, organizing, facilitating, and attending scheduled coordination meetings.
- Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones.
- Reviewing invoices for accuracy and completion before billing to County.
- Providing invoices in a timely manner and providing monthly contract expenditures.
- Managing overall budget for contract and provide report to the County Contract Manager.
- Ensuring compliance with the provisions of the contract and all specific Task Order requirements.
- Ensuring the health and safety of personnel working in a hazardous environment in accordance with all applicable Federal, State, and Local regulations as applicable.

## **Exhibit A: Statement of Qualification Form**

## Form #1: Bidder's Statement of Capacity

### SECTION A

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Business License #: \_\_\_\_\_

#### **Business Status:**

\_\_\_ Non Profit Corporation

\_\_\_ Corporation

State of Incorporation: \_\_\_\_\_

\_\_\_ General Partnership

\_\_\_ Limited Partnership

\_\_\_ Sole Proprietorship

Other: \_\_\_\_\_

Name and title of an Officer or owner authorized to sign this Statement of Qualification and any contract with the County that may result.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### SECTION B

Number of years in business under present business name: \_\_\_\_\_

Other Business Name(s): \_\_\_\_\_

Number of years under prior name if any: \_\_\_\_\_

### **Organization Information**

Name of Applicant Organization(s)	
Business Address	
Contact Person & Title *Individual must be authorized to sign this application and any contract with the County that may result.	
Business Phone Number	
Email Address	
Year Organization Founded	
Current Business Status	<input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Corporation ○ State of Incorporation: _____ <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (explain): _____
Exemption Expiration Date	
Federal Tax ID #	

### **SECTION C**

Number of years of experience in providing required, equivalent, or related projects: \_\_\_\_\_

### **SECTION D**

Similar services/projects completed during the last five years?

	Period	Services	\$ Amount Paid	Location	Agency Name
1 -	_____	_____	_____	_____	_____
2 -	_____	_____	_____	_____	_____

3 - \_\_\_\_\_  
4 - \_\_\_\_\_  
5 - \_\_\_\_\_

### SECTION E

Have you, or your agency failed or refused to complete a contract? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

### SECTION F

Is your firm authorized to do business in the State of California? \_\_\_\_\_Yes \_\_\_\_\_No

### SECTION G

Is your firm a State of California registered small business? \_\_\_\_\_Yes \_\_\_\_\_No

### SECTION H

Is your firm a local Business? \_\_\_\_\_Yes \_\_\_\_\_No

### SECTION I

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION J

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the Contract?  
No\_\_\_\_\_ Yes \_\_\_\_\_ (if yes, please explain below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION K

### License Provisions

Has your company changed names or license numbers in the past 10 years? If yes, please state reason for change.

Yes\_\_\_\_ No\_\_\_\_

Reason

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## SECTION L

List the names and titles of the key personnel who would be assigned to the Contract.

**Name**

**Title/Role**

---

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## SECTION M

List all required business and professional licenses that pertain to this Contract:

License Number

Type

Expiration Date

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## SECTION N Key Personnel

List the names and titles of up to three key personnel who would be assigned to the Contract.

Name, Title	
Name, Title	
Name, Title	

### **Business Operations and Experience**

Number of years bidder operated under the present business name:	
List related prior business names, if any and time frame for each:	
Number of years bidder has provided the services described in this RFQ:	

### **Legal Authorizations**

Is your firm authorized to do business in the State of California?

- ☐ Yes  
☐ No

Is your firm a State of California registered small business?

- ☐ Yes  
☐ No

Is your firm a local business?

- ☐ Yes  
☐ No

### **Fiscal Oversight**

Provide the name and contact information of the person that administers your agency's fiscal system.

Name		Title	
Email		Phone	

Provide the name, address, and contact information for the CPA firm that maintains the agency's financial records and annual audit.

CPA/Firm	
Address	



Email	
Phone	

### **Legal Issues / Conflicts**

Is there any past, present, or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency?

- ☐ Yes  
☐ No

*If yes, briefly explain below:*

--

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the Contract?

- ☐ Yes  
☐ No

*If yes, briefly explain below:*

--

Does the bidder have commitments or potential commitments that may impact assets, lines of credit, or otherwise affect agency's ability to fulfill this RFQ?

- ☐ Yes  
☐ No

*If yes, briefly explain below:*

--

Have you, or your agency failed or refused to complete a contract?

- ☐ Yes  
☐ No

*If yes, briefly explain below:*

--

### **Final Declarations**

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications? \_\_\_\_\_ Yes \_\_\_\_\_ No

- ☐ Yes

No

By signing this Statement of Qualification, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

By signing Form #1: Bidder’s Statement of Capacity, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void. Additionally, you declare that if the Office of Racial Equity and Social Justice accepts this proposal, you will enter into a standard contract with Contra Costa County to provide all work specified herein as proposed or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name <b>Exhibit B: Client Referen ces</b> Name		Title	
Signature		Date	

## Form #2: Bidder's Contracts & References

Provide information regarding the organization's current and prior projects conducted under grant or contract, including all government contracts/grants. Note: When more than one agency collaborates in providing services(s), each agency involved must complete this form.

### **Current Contracts / Grants**

List up to 3 agencies that you are currently working with under contract or grant agreement.

Organization: Name of Project	Contact Person:
----------------------------------	-----------------

Address: Services Provided	Tel. Number:
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Funder/Agency

City, State, Zip: Contact/Reference	Email Address:
--	----------------

Relationship / Years Known:

Contact Email

Contact Phone

Contract Dates

Contract Amount

Organization:	Contact Person:
Address:	Tel. Number:
City, State, Zip:	Email Address:
Relationship / Years Known:	

Organization:	Contact Person:
Address:	Tel. Number:
City, State, Zip:	Email Address:

Relationship / Years Known:
-----------------------------

Firm Name:\_\_\_\_\_

Authorized Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Prior Contracts / Grants (completed in the last five years)

List up to 4 agencies that you previously worked with under contract or grant agreement.

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name <b>Exhibit</b> C Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services. Bidder agrees to allow County to contact contractors for information relative to bidder's performance.

Name		Title	
Signature		Date	

## : Anti-Collusion Statement

By signing this form, the bidder agrees that this submittal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a statement of qualifications for the same purpose and that the statement is in all respects fair and without collusion or fraud,

It is agreed by the undersigned bidder, that the signing and delivery of the proposal represents the bidder's acceptance of the terms and conditions of the forgoing specifications and provisions, and if awarded, this contract will represent the agreement between the bidder and the county.

IT IS AGREED BY THE UNDERSIGNED BIDDER, THAT THE SIGNING AND DELIVERY OF THE SOQ REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

[Sign in ink in the space above]

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_



ORGANIZATION NAME	
CONTACT NAME	
TITLE	
ADDRESS	
EMAIL	
TELEPHONE	
SIGNATURE	
DATE	

## Exhibit D

### Form #4: Contra Costa County Business Opportunities Registration

Begins next page.

## Exhibit E

### Form #5: Addenda Acknowledgement

**TO BE RETURNED WITH STATEMENT OF QUALIFICATIONS SUBMISSION**

RFQ No.: \_\_\_\_\_ Title: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)**

Addendum #1: \_\_\_\_\_ Addendum #3: \_\_\_\_\_

Addendum #2: \_\_\_\_\_ Addendum #4: \_\_\_\_\_

ORGANIZATION NAME	
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CONTACT NAME	
TITLE	
ADDRESS	
EMAIL	
TELEPHONE	
SIGNATURE	
DATE	

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A: General Conditions (Purchase of Services – Long Form)

Begins next page.

## Other Procedures and Instructions

### Other Procedures and Instructions

#### **B. Optional Bidders' Information Session**

Potential applicants are encouraged to attend a Bidders' Information Session on February 5, 2026 at 3pm which will be held online via Zoom:

- (Insert Zoom Link)
- Password: (Insert Password)

At the Bidders' Information Session, staff will review the RFQ instructions, provide grant information and general technical assistance on the submission requirements.

#### **C. How to Submit Questions**

Questions regarding the RFQ instructions or grant requirements can be emailed to [admin@oresj.cccounty.us](mailto:admin@oresj.cccounty.us) until 5:00 pm on March 6, 2026. All responses will be posted on the Office of Racial Equity and Social Justice website ([www.contracosta.ca.gov/9969/Racial-Equity-and-Social-Justice](http://www.contracosta.ca.gov/9969/Racial-Equity-and-Social-Justice)) within 72 hours of the office having received the question.

**Exhibit A: Budget Summary Template**

**Exhibit B: General Conditions (Purchase of Services – Long Form)**

**Exhibit C: Fiscal Questionnaire (as attachment for applicants to see ahead of time)**



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-171

**Agenda Date:** 1/12/2026

**Agenda #:** 6.

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**Meeting Date:** January 12, 2026  
**Subject:** Final Approval of the Network Name  
**Submitted For:** Transitional Community Advisory Board  
**Presenter:** Rev. Edward Harris, TCAB Chair  
**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

The TCAB previously discussed potential names for the African American Community Wellness Network in recognition of Supervisor Federal D. Glover's legacy and community leadership. Community feedback and Equity Committee input have been incorporated. Janis Glover has given her blessing out of the list of final options in alignment with the TCAB recommendation. Supervisor Scales- Preston will be to offer her encouragement and a message from Janis.

### Information:

The following names were presented for final discussion and recommendation:

- The Federal Glover Community Wellness Network
- The Federal Glover African American Community Wellness Network
- The Federal Glover African American Wellness Network

The selected name will be brought forward for formal approval through the appropriate County processes.

### Recommendation(s) / Next Step(s)

Discuss the recommended final name for the Wellness Network.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-172

**Agenda Date:** 1/12/2026

**Agenda #:** 7.

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**Meeting Date:** January 12, 2026  
**Subject:** Receive presentation and discussion on site visits  
**Submitted For:** Transitional Community Advisory Board  
**Presenter:** Rev. Edward Harris, TCAB Chair  
**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

As part of its advisory role, TCAB members participated in site visits to community-based models relevant to the development of the Wellness Network. These visits were intended to inform design considerations, partnership strategies, and service delivery approaches.

### Information:

Members who attended site visits will share reflections using a “3 Pluses and 3 Deltas” framework, highlighting strengths of the models observed as well as opportunities for improvement or adaptation to the Contra Costa County context.

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

Receive presentations and discuss key takeaways from site visits to inform ongoing planning for the Wellness Network.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-173

**Agenda Date:** 1/12/2026

**Agenda #:** 8.

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**Meeting Date:** January 12, 2026  
**Subject:** Receive updates and announcements  
**Submitted For:** Transitional Community Advisory Board  
**Presenter:** Rev. Edward Harris, TCAB Chair  
**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

ORESJ staff provides periodic updates to ensure TCAB members have the information needed to fulfill their advisory responsibilities and remain in compliance with County requirements.

### Information:

Updates will include:

- New TCAB Recruitment
- Follow-up on required advisory body training including Brown Act updates
- Updates regarding new County email accounts and communication protocols
- **Contra Costa County's 48<sup>th</sup> annual tribute to Dr. Martin Luther King, Jr., on Tuesday, January 20, 2026. This year's theme, "Democracy as a Verb: Building on Dr. King's Legacy in Contra Costa," honors Dr. King's enduring work and vision.**
- **The ceremony begins at 11:00 a.m. in the Board of Supervisors Chambers at 1025 Escobar Street, Martinez. The hour-long event will include the introduction of the 2025 Humanitarian of the Year and the Student Humanitarian of the Year.**
- Scheduling reminders and upcoming milestones with who what when framework

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

Receive updates and announcements and provide any clarifying questions or feedback.



Code: Section: [Up^](#) [Add To My Favorites](#)**GOVERNMENT CODE - GOV****TITLE 5. LOCAL AGENCIES [50001 - 57607]** ( Title 5 added by Stats. 1949, Ch. 81. )**DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]** ( Division 2 added by Stats. 1949, Ch. 81. )**PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]** ( Part 1 added by Stats. 1949, Ch. 81. )**CHAPTER 9. Meetings [54950 - 54963]** ( Chapter 9 added by Stats. 1953, Ch. 1588. )

**54950.** In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

(Added by Stats. 1953, Ch. 1588.)

**54950.5.** This chapter shall be known as the Ralph M. Brown Act.

(Added by Stats. 1961, Ch. 115.)

**54951.** As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

(Amended by Stats. 1959, Ch. 1417.)

**54952.** As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.
- (c) (1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:
  - (A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.
  - (B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.

(2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting

member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.

(d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

*(Amended by Stats. 2002, Ch. 1073, Sec. 2. Effective January 1, 2003.)*

**54952.1.** Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

*(Amended by Stats. 1994, Ch. 32, Sec. 2. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)*

**54952.2.** (a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(3) (A) Paragraph (1) shall not be construed as preventing a member of the legislative body from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body provided that a majority of the members of the legislative body do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body. A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

(B) For purposes of this paragraph, all of the following definitions shall apply:

(i) "Discuss among themselves" means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body.

(ii) "Internet-based social media platform" means an online service that is open and accessible to the public.

(iii) "Open and accessible to the public" means that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform or a person or entity other than the social media platform, including any forum and chatroom, and cannot be blocked from doing so, except when the internet-based social media platform determines that an individual violated its protocols or rules.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

*(Amended (as amended by Stats. 2020, Ch. 89, Sec. 1) by Stats. 2025, Ch. 327, Sec. 1. (SB 707) Effective January 1, 2026.)*

**54952.3.** (a) A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body may convene a meeting of that other legislative body, simultaneously or in serial order, only if a clerk or a member of the convened legislative body verbally announces, prior to convening any simultaneous or serial order meeting of that subsequent legislative body, the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body and identifies that the compensation or stipend shall be provided as a result of convening a meeting for which each member is entitled to collect compensation or a stipend. However, the clerk or member of the legislative body shall not be required to announce the amount of compensation if the amount of compensation is prescribed in statute and no additional compensation has been authorized by a local agency.

(b) For purposes of this section, compensation and stipend shall not include amounts reimbursed for actual and necessary expenses incurred by a member in the performance of the member's official duties, including, but not limited to, reimbursement of expenses relating to travel, meals, and lodging.

*(Added by Stats. 2011, Ch. 91, Sec. 1. (AB 23) Effective January 1, 2012.)*

**54952.6.** As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

*(Added by Stats. 1961, Ch. 1671.)*

**54952.7.** A local agency shall provide a copy of this chapter to any person elected or appointed to serve as a member of a legislative body of the local agency.

*(Amended by Stats. 2025, Ch. 327, Sec. 3. (SB 707) Effective January 1, 2026.)*

**54953.** (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding

authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as expressly provided in this chapter.

(4) The teleconferencing requirements of this subdivision shall not apply to remote participation described in subdivision (c).

(c) (1) Nothing in this chapter shall be construed to prohibit a member of a legislative body with a disability from participating in any meeting of the legislative body by remote participation as a reasonable accommodation pursuant to any applicable law.

(2) A member of a legislative body participating in a meeting by remote participation pursuant to this subdivision shall do both of the following:

(A) The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.

(B) The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.

(3) Remote participation under this subdivision shall be treated as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location. The provisions of subdivision (b) and Sections 54953.8 to 54953.8.7, inclusive, shall not apply to remote participation under this subdivision.

(d) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) (A) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of either of the following during the open meeting in which the final action is to be taken:

(i) A local agency executive, as defined in subdivision (d) of Section 3511.1.

(ii) A department head or other similar administrative officer of the local agency.

(B) This paragraph shall not affect the public's right under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(e) For purposes of this section, both of the following definitions apply:

(1) "Disability" means a physical disability or a mental disability as those terms are defined in Section 12926 and used in Section 12926.1, or a disability as defined in Section 12102 of Title 42 of the United States Code.

(2) (A) "Teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(B) Notwithstanding subparagraph (A), "teleconference" does not include one or more members watching or listening to a meeting via webcasting or any other similar electronic medium that does not permit members to interactively speak, discuss, or deliberate on matters.

(3) "Remote participation" means participation in a meeting by teleconference at a location other than any physical meeting location designated in the notice of the meeting.

*(Amended (as amended by Stats. 2023, Ch. 534, Sec. 2) by Stats. 2025, Ch. 327, Sec. 4. (SB 707) Effective January 1, 2026.)*

**54953.1.** The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

*(Added by Stats. 1979, Ch. 950.)*

**54953.2.** All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

*(Added by Stats. 2002, Ch. 300, Sec. 5. Effective January 1, 2003.)*

**54953.3.** A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

*(Amended by Stats. 1981, Ch. 968, Sec. 28.)*

**54953.4.** (a) The Legislature finds and declares that public access, including through translation of agendas as required by this section, is necessary for an informed populace. The Legislature encourages local agencies to adopt public access requirements that exceed the requirements of this chapter by translating additional languages, employing human translators, and conducting additional outreach.

(b) (1) In addition to any other applicable requirements of this chapter, a meeting held by a eligible legislative body pursuant to this chapter shall comply with both of the following requirements:

(A) (i) (I) (ia) All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, except if adequate telephonic or internet service is not operational at the meeting location. If adequate telephonic or internet service is operational at the meeting location during only a portion of the meeting, the legislative body shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform during that portion of the meeting.

(ib) (Ia) On or before July 1, 2026, an eligible legislative body shall approve at a noticed public meeting in open session, not on the consent calendar, a policy regarding disruption of telephonic or internet service occurring during meetings subject to this sub-subclause. The policy shall address the procedures for recessing and reconvening a meeting in the event of disruption and the efforts that the eligible legislative body shall make to attempt to restore the service.

(Ib) If a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the two-way telephonic service or two-way audiovisual platform occurs during the meeting, the eligible legislative body shall recess the open session of the meeting for at least one hour and make a good faith attempt to restore the service. The eligible legislative body may meet in closed session during this period. The eligible legislative body

shall not reconvene the open session of the meeting until at least one hour following the disruption, or until telephonic or internet service is restored, whichever is earlier.

(Ic) Upon reconvening the open session, if telephonic or internet service has not been restored, the eligible legislative body shall adopt a finding by rollcall vote that good faith efforts to restore the telephonic or internet service have been made in accordance with the policy adopted pursuant to sub-sub-subclause (Ia) and that the public interest in continuing the meeting outweighs the public interest in remote public access.

(II) Subclause (I) does not apply to a meeting that is held to do any of the following:

(ia) Attend a judicial or administrative proceeding to which the local agency is a party.

(ib) Inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.

(ic) Meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(id) Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(ie) Meet in an emergency situation pursuant to Section 54956.5.

(ii) If an eligible legislative body elects to provide a two-way audiovisual platform, the eligible legislative body shall publicly post and provide a call-in option, and activate any automatic captioning function during the meeting if an automatic captioning function is included with the two-way audiovisual platform. If an eligible legislative body does not elect to provide a two-way audiovisual platform, the eligible legislative body shall provide a two-way telephonic service for the public to participate in the meeting, pursuant to subclause (I).

(B) (i) All open and public meetings for which attendance via a two-way telephonic service or a two-way audiovisual platform is provided in accordance with paragraph (1) shall provide the public with an opportunity to provide public comment in accordance with Section 54954.3 via the two-way telephonic or two-way audiovisual platform, and ensure the opportunity for the members of the public participating via a two-way telephonic or two-way audiovisual platform to provide public comment with the same time allotment as a person attending a meeting in person.

(2) (A) An eligible legislative body shall reasonably assist members of the public who wish to translate a public meeting into any language or wish to receive interpretation provided by another member of the public, so long as the interpretation is not disrupting to the meeting, as defined in Section 54957.95. The eligible legislative body shall publicize instructions on how to request assistance under this subdivision. Assistance may include any of the following, as determined by the eligible legislative body:

(i) Arranging space for one or more interpreters at the meeting location.

(ii) Allowing extra time during the meeting for interpretation to occur.

(iii) Ensuring participants may utilize their personal equipment or reasonably access facilities for participants to access commercially available interpretation services.

(B) This section does not require an eligible legislative body to provide interpretation of any public meeting, however, an eligible legislative body may elect to provide interpretation of any public meeting.

(C) The eligible legislative body is not responsible for the content or accuracy of any interpretation facilitated, assisted with, or provided under this subdivision. An action shall not be commenced or maintained against the eligible legislative body arising from the content or accuracy of any interpretation facilitated, assisted with, or provided under this subdivision.

(3) An eligible legislative body shall take the following actions to encourage residents, including those in underrepresented communities and non-English-speaking communities, to participate in public meetings:

(A) Have in place a system for electronically accepting and fulfilling requests for meeting agendas and documents pursuant to Section 54954.1 through email or through an integrated agenda management

platform. Information about how to make a request using this system shall be accessible through a prominent direct link posted on the primary internet website home page of the eligible legislative body.

(B) (i) Create and maintain an accessible internet webpage dedicated to public meetings that includes, or provides a link to, all of the following information:

(I) A general explanation of the public meeting process for the eligible legislative body.

(II) An explanation of the procedures for a member of the public to provide in-person or remote oral public comment during a public meeting or to submit written public comment.

(III) A calendar of all public meeting dates with calendar listings that include the date, time, and location of each public meeting.

(IV) The agenda posted online pursuant to paragraph (2) of subdivision (a) of Section 54954.2.

(ii) The eligible legislative body shall include a link to the webpage required by subparagraph (A) on the home page of the eligible legislative body's internet website.

(C) (i) Make reasonable efforts, as determined by the legislative body, to invite groups that do not traditionally participate in public meetings to attend those meetings, which may include, but are not limited to, all the following:

(I) Media organizations that provide news coverage in the jurisdiction of the eligible legislative body, including media organizations that serve non-English-speaking communities.

(II) Good government, civil rights, civic engagement, neighborhood, and community group organizations, or similar organizations that are active in the jurisdiction of the eligible legislative body, including organizations active in non-English-speaking communities.

(ii) Legislative bodies shall have broad discretion in the choice of reasonable efforts they make under this subparagraph. No action shall be commenced or maintained against an eligible legislative body arising from failing to provide public meeting information to any specific group pursuant to this subparagraph.

(c) (1) (A) The agenda for each meeting of an eligible legislative body shall be translated into all applicable languages, and each translation shall be posted in accordance with Section 54954.2. Each translation shall include instructions in the applicable language describing how to join the meeting by the telephonic or internet-based service option, including any requirements for registration for public comment.

(B) The accessible internet webpage provided under subparagraph (B) of paragraph (3) of subdivision (b) shall be translated into all applicable languages, and each translation shall be accessible through a prominent direct link posted on the primary internet website home page of the eligible legislative body.

(2) A translation made using a digital translation service shall satisfy the requirements of paragraph (1).

(3) The eligible legislative body shall make available a physical location that is freely accessible to the public in reasonable proximity to the physical location in which the agenda and translations are posted as described in paragraph (1), and shall allow members of the public to post additional translations of the agenda in that location.

(4) The eligible legislative body is not responsible for the content or accuracy of any translation provided pursuant to this subdivision. No action shall be commenced or maintained against an eligible legislative body arising from the content, accuracy, posting, or removal of any translation provided by the eligible legislative body or posted by any person pursuant to this subdivision.

(5) For the purposes of this section, the agenda does not include the entire agenda packet.

(d) This section shall not be construed to affect or supersede any other applicable civil rights, nondiscrimination, or public access laws.

(e) For purposes of this section, all of the following definitions apply:

(1) (A) "Applicable languages" means languages, according to data from the most recent American Community Survey, spoken jointly by 20 percent or more of the applicable population, provided that 20 percent or more of the population that speaks that language in that city or county speaks English less than "very well."

(B) For the purposes of subparagraph (A), the applicable population shall be determined as follows:

(i) For an eligible legislative body that is a city council or county board of supervisors, the applicable population shall be the population of the city or county.

(ii) For an eligible legislative body of a special district, the applicable population shall be either of the following, at the discretion of the board of directors of the special district:

(I) The population of the county with the greatest population within the boundaries of the special district.

(II) The population of the service area of the special district, if the special district has the data to determine what languages spoken by the population within its service area meet the requirements of paragraph (A).

(C) If more than three languages meet the criteria set forth in subparagraph (A), "applicable languages" shall mean the three languages described in subparagraph (A) that are spoken by the largest percentage of the population.

(D) An eligible legislative body may elect to determine the applicable languages based upon a source other than the most recent American Community Survey if it makes a finding, based upon substantial evidence, that the other source provides equally or more reliable data for the territory over which the eligible legislative body exercises jurisdiction.

(2) "Eligible legislative body" means any of the following:

(A) A city council of a city with a population of 30,000 or more.

(B) A county board of supervisors of a county, or city and county, with a population of 30,000 or more.

(C) A city council of a city located in a county with a population of 600,000 or more.

(D) The board of directors of a special district that has an internet website and meets any of the following conditions:

(i) The boundaries of the special district include the entirety of a county with a population of 600,000 or more, and the special district has over 200 full-time equivalent employees.

(ii) The special district has over 1,000 full-time equivalent employees.

(iii) The special district has annual revenues, based on the most recent Financial Transaction Report data published by the California State Controller, that exceed four hundred million dollars (\$400,000,000), adjusted annually for inflation commencing January 1, 2027, as measured by the percentage change in the California Consumer Price Index from January 1 of the prior year to January 1 of the current year, and the special district employs over 200 full-time equivalent employees.

(3) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

(4) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

(f) This section shall become operative on July 1, 2026.

(g) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Added by Stats. 2025, Ch. 327, Sec. 5. (SB 707) Effective January 1, 2026. Operative July 1, 2026, by its own provisions. Repealed as of January 1, 2030, by its own provisions.)*

**54953.5.** (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.



**54953.6.** No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

(Amended by Stats. 1994, Ch. 32, Sec. 6. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)

**54953.7.** Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose those requirements on appointed legislative bodies of the local agency.

(Amended by Stats. 2025, Ch. 327, Sec. 7. (SB 707) Effective January 1, 2026.)

**54953.8.** (a) The legislative body of a local agency may use teleconferencing as authorized by subdivision (b) of Section 54953 without complying with the requirements of paragraph (3) of subdivision (b) of Section 54953 in any of the circumstances described in Sections 54953.8.1 to 54953.8.7, inclusive.

(b) A legislative body that holds a teleconference meeting pursuant to this section shall, in addition to any other applicable requirements of this chapter, comply with all of the following:

(1) The legislative body shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:

(A) A two-way audiovisual platform.

(B) A two-way telephonic service and a live webcasting of the meeting.

(2) In each instance in which notice of the time of the teleconference meeting held pursuant to this section is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.

(3) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(4) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(5) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(6) (A) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed.

(B) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment.

(C) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to

paragraph (5), until the timed general public comment period has elapsed.

(7) Any member of the legislative body who participates in a teleconference meeting from a remote location pursuant to this section and the specific provision of law that the member relied upon to permit their participation by teleconferencing shall be listed in the minutes of the meeting.

(8) The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodation.

(9) The legislative body shall conduct meetings subject to this chapter consistent with applicable civil rights and nondiscrimination laws.

(c) A local agency shall identify and make available to legislative bodies a list of one or more meeting locations that may be available for use by the legislative bodies to conduct their meetings.

(d) (1) Nothing in this section shall prohibit a legislative body from providing the public with additional teleconference locations.

(2) Nothing in this section shall prohibit a legislative body from providing the public with additional physical locations in which the public may observe and address the legislative body by electronic means.

(e) A member of a legislative body who participates in a teleconference meeting from a remote location pursuant to this section shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with those individuals.

(f) The teleconferencing provisions described in Section 54953 and Sections 54953.8.1 to 54953.8.7, inclusive, are cumulative. A legislative body may elect to use any teleconferencing provisions that are applicable to a meeting, regardless of whether any other teleconferencing provisions would also be applicable to that meeting.

(g) For purposes of this section, the following definitions apply:

(1) "Remote location" means a location from which a member of a legislative body participates in a meeting pursuant to paragraph (7) of subdivision (b), other than any physical meeting location designated in the notice of the meeting. Remote locations need not be accessible to the public.

(2) "Teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(3) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service. A two-way audiovisual platform may be structured to disable the use of video for the public participants.

(4) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

(5) "Webcasting" means a streaming video broadcast online or on television, using streaming media technology to distribute a single content source to many simultaneous listeners and viewers.

*(Added by Stats. 2025, Ch. 327, Sec. 8. (SB 707) Effective January 1, 2026.)*

**54953.8.1.** (a) A health authority may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section.

(b) Nothing in this section or Section 54953.8 shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority.

(c) For purposes of this section, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

**54953.8.2.** (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 during a proclaimed state of emergency or local emergency, provided that it complies with the requirements of that section and the teleconferencing is used in either of the following circumstances:

(1) For the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) After a determination described in paragraph (1) is made that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(b) If the state of emergency or local emergency remains active, in order to continue to teleconference pursuant to this section, the legislative body shall, no later than 45 days after teleconferencing for the first time pursuant to this section, and every 45 days thereafter, make the following findings by majority vote:

(1) The legislative body has reconsidered the circumstances of the state of emergency or local emergency.

(2) The state of emergency or local emergency continues to directly impact the ability of the members to meet safely in person.

(c) This section shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(d) Notwithstanding paragraph (1) of subdivision (b) of Section 54953.8, a legislative body conducting a teleconference meeting pursuant to this section may elect to use a two-way telephonic service without a live webcasting of the meeting.

(e) For purposes of this section, the following definitions apply:

(1) "Local emergency" means a condition of extreme peril to persons or property proclaimed by the governing body of the local agency affected, in accordance with Section 8630 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2), as defined in Section 8680.9, or a local health emergency declared pursuant to Section 101080 of the Health and Safety Code. Local emergency, as used in this section, refers only to local emergencies in the boundaries of the territory over which the local agency exercises jurisdiction.

(2) "State of emergency" means state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2).

*(Added by Stats. 2025, Ch. 327, Sec. 10. (SB 707) Effective January 1, 2026.)*

**54953.8.3.** (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, provided that the legislative body complies with the requirements of Section 54953.8 and all of the following additional requirements:

(1) A member of the legislative body notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

(2) The member shall participate through both audio and visual technology.

(3) (A) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for just cause for more than the following number of meetings, as applicable:

(i) Two meetings per year, if the legislative body regularly meets once per month or less.

(ii) Five meetings per year, if the legislative body regularly meets twice per month.

(iii) Seven meetings per year, if the legislative body regularly meets three or more times per month.

(B) For the purpose of counting meetings attended by teleconference under this paragraph, a "meeting" shall be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day.

(b) The minutes for the meeting shall identify the specific provision in subdivision (c) that each member relied upon to participate remotely. This subdivision shall not be construed to require the member to disclose any medical diagnosis or disability, or any personal medical information that is otherwise exempt under existing law, including, but not limited to, the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code).

(c) For purposes of this section, "just cause" means any of the following:

(1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(2) A contagious illness that prevents a member from attending in person.

(3) A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953.

(4) Travel while on official business of the legislative body or another state or local agency.

(5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.

(6) A physical or family medical emergency that prevents a member from attending in person.

(7) Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.

(d) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Added by Stats. 2025, Ch. 327, Sec. 11. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)*

**54953.8.4.** (a) An eligible neighborhood council may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following have occurred:

(1) (A) The city council for a city described in paragraph (2) of subdivision (b) considers whether to adopt a resolution to authorize eligible neighborhood councils to use teleconferencing as described in this section at an open and regular meeting.

(B) If the city council adopts a resolution described in subparagraph (A), an eligible neighborhood council may elect to use teleconferencing pursuant to this section if a majority of the eligible neighborhood council votes to do so. The eligible neighborhood council shall notify the city council if it elects to use teleconferencing pursuant to this section and its justification for doing so.

(C) Upon receiving notification from an eligible neighborhood council described in subparagraph (B), the city council may adopt a resolution to prohibit the eligible neighborhood council from using teleconferencing pursuant to this section.

(2) After completing the requirements of subparagraph (A) of paragraph (1), an eligible neighborhood council that holds a meeting pursuant to this subdivision shall do all of the following:

(A) At least a quorum of the members of the eligible neighborhood council shall participate from locations within the boundaries of the city in which the eligible neighborhood council is established.

(B) At least once per year, at least a quorum of the members of the eligible neighborhood council shall participate in person from a singular physical location that is open to the public and within the boundaries of the eligible neighborhood council.

(3) If the meeting is during regular business hours of the offices of the city council member that represents the area that includes the eligible neighborhood council, the eligible neighborhood council shall provide a publicly accessible physical location from which the public may attend or comment, which shall be the offices of the city council member who represents the area where the eligible neighborhood council is located, unless the eligible neighborhood council identifies an alternative location.

(4) If the meeting is outside regular business hours, the eligible neighborhood council shall make reasonable efforts to accommodate any member of the public that requests an accommodation to participate in the meeting.

(b) For purposes of this section, the following definitions apply:

(1) "Accommodation" means providing a publicly accessible physical location for the member of the public to participate from, providing access to technology necessary to participate in the meeting, or identifying locations or resources available that could provide the member of the public with an opportunity to participate in the meeting.

(2) "Eligible neighborhood council" means a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to this chapter.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Added by Stats. 2025, Ch. 327, Sec. 12. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)*

**54953.8.5.** (a) An eligible community college student organization may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) An eligible community college student organization may only use teleconferencing as described in Section 54953.8 after all the following have occurred:

(A) The board of trustees for a community college district considers whether to adopt a resolution to authorize eligible community college student organizations to use teleconferencing as described in this section at an open and regular meeting.

(B) If the board of trustees for a community college district adopts a resolution described in subparagraph (A), an eligible community college student organization may elect to use teleconferencing pursuant to this section if a majority of the eligible community college student organization votes to do so. The eligible community college student organization shall notify the board of trustees if it elects to use teleconferencing pursuant to this section and its justification for doing so.

(C) Upon receiving notification from an eligible community college student organization as described in subparagraph (B), the board of trustees may adopt a resolution to prohibit the eligible community college student organization from using teleconferencing pursuant to this section.

(D) (i) Except as specified in clause (ii), at least a quorum of the members of the eligible community college student organization shall participate from a singular physical location that is accessible to the public and is within the community college district in which the eligible community college student organization is established.

(ii) The requirements described in clause (i) shall not apply to the California Online Community College.

(iii) Notwithstanding the requirements of clause (i), a person may count toward the establishment of a quorum pursuant to clause (i) regardless of whether the person is participating at the in-person location of the meeting or remotely if the person meets any of the following criteria:

(I) The person is under 18 years of age.

(II) The person is incarcerated.

(III) The person is unable to disclose the location that they are participating from because of either of the following circumstances:

(ia) The person has been issued a protective court order, including, but not limited to, a domestic violence restraining order.

(ib) The person is participating in a program that has to remain confidential, including, but not limited to, an independent living program.

(IV) The person provides childcare or caregiving to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. For purposes of this subclause, "child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms are defined in Section 12945.2.

(2) An eligible community college student organization that holds a meeting by teleconference as described in Section 54953.8 shall do the following, as applicable:

(A) (i) Except as specified in subparagraph (B), if the meeting is during regular business hours of the offices of the board of trustees of the community college district, the eligible community college student organization shall provide a publicly accessible physical location from which the public may attend or comment, which shall be the offices of the board of trustees of the community college district, unless the eligible community college student organization identifies an alternative location.

(ii) Except as specified in subparagraph (B), if the meeting is outside regular business hours, the eligible community college student organization shall make reasonable efforts to accommodate any member of the public that requests an accommodation to participate in the meeting. For the purposes of this subparagraph, "accommodation" means providing a publicly accessible physical location for the member of the public to participate from, providing access to technology necessary to participate in the meeting, or identifying locations or resources available that could provide the member of the public with an opportunity to participate in the meeting.

(B) The requirements described in subparagraph (A) shall not apply to the California Online Community College.

(b) For purposes of this section, "eligible community college student organization" means a student body association organized pursuant to Section 76060 of the Education Code, or any other student-run community college organization that is required to comply with the meeting requirements of this chapter, that is in any community college recognized within the California Community Colleges system and includes the Student Senate for California Community Colleges.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Added by Stats. 2025, Ch. 327, Sec. 13. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)*

**54953.8.6.** (a) An eligible subsidiary body may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) The eligible subsidiary body shall designate one physical meeting location within the boundaries of the legislative body that created the eligible subsidiary body where members of the subsidiary body who are not participating remotely shall be present and members of the public may physically attend, observe, hear, and participate in the meeting. At least one staff member of the eligible subsidiary body or the legislative body that created the eligible subsidiary body shall be present at the physical meeting location during the meeting. The eligible subsidiary body shall post the agenda at the physical meeting location, but need not post the agenda at a remote location.

(2) (A) A member of the eligible subsidiary body shall visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, except if the member has a physical or mental condition not subject to subdivision (c) of Section 54953 that results in a need to participate off camera.

(B) The visual appearance of a member of the eligible subsidiary body on camera may cease only when the appearance would be technologically infeasible, including, but not limited to, when the member experiences a lack of reliable broadband or internet connectivity that would be remedied by joining without video.

(C) If a member of the eligible subsidiary body does not appear on camera due to challenges with internet connectivity, the member shall announce the reason for their nonappearance prior to turning off their camera.

(3) An elected official serving as a member of an eligible subsidiary body in their official capacity shall not participate in a meeting of the eligible subsidiary body by teleconferencing pursuant to this section unless the use of teleconferencing complies with the requirements of paragraph (3) of subdivision (b) of Section 54953.

(4) (A) In order to use teleconferencing pursuant to this section, the legislative body that established the eligible subsidiary body by charter, ordinance, resolution, or other formal action shall make the following findings by majority vote before the eligible subsidiary body uses teleconferencing pursuant to this section for the first time, and every six months thereafter:

(i) The legislative body has considered the circumstances of the eligible subsidiary body.

(ii) Teleconference meetings of the eligible subsidiary body would enhance public access to meetings of the eligible subsidiary body, and the public has been made aware of the type of remote participation, including audio-visual or telephonic, that will be made available at a regularly scheduled meeting and has been provided the opportunity to comment at an in-person meeting of the legislative body authorizing the subsidiary body to meet entirely remotely.

(iii) Teleconference meetings of the eligible subsidiary body would promote the attraction, retention, and diversity of eligible subsidiary body members.

(B) (i) An eligible subsidiary body authorized to use teleconferencing pursuant to this section may request to present any recommendations it develops to the legislative body that created it.

(ii) Upon receiving a request described in clause (i), the legislative body that created the subsidiary body shall hold a discussion at a regular meeting held within 60 days after the legislative body receives the request, or if the legislative body does not have another regular meeting scheduled within 60 days after the legislative body receives the request, at the next regular meeting after the request is received.

(iii) The discussion required by clause (ii) shall not be placed on a consent calendar, but may be combined with the legislative body's subsequent consideration of the findings described in subparagraph (A) for the following 12 months.

(iv) The legislative body shall not take any action on any recommendations included in the report of a subsidiary body until the next regular meeting of the legislative body following the discussion described in clause (ii).

(C) After the legislative body makes the findings described in subparagraph (A), the eligible subsidiary body shall approve the use of teleconferencing by majority vote before using teleconference pursuant to this section.

(D) The legislative body that created the eligible subsidiary body may elect to prohibit the eligible subsidiary body from using teleconferencing pursuant to this section at any time.

(b) (1) For purposes of this section, "eligible subsidiary body" means a legislative body that meets all of the following:

(A) Is described in subdivision (b) of Section 54952.

(B) Serves exclusively in an advisory capacity.

(C) Is not authorized to take final action on legislation, regulations, contracts, licenses, permits, or any other entitlements, grants, or allocations of funds.

(D) Does not have primary subject matter jurisdiction, as defined by the charter, an ordinance, a resolution, or any formal action of the legislative body that created the subsidiary body, that focuses on elections, budgets, police oversight, privacy, removing from, or restricting access to, materials available in public libraries, or taxes or related spending proposals.

(2) An eligible subsidiary body may include members who are elected officials, members who are not elected officials, or any combination thereof.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.



**54953.8.7.** (a) An eligible multijurisdictional body may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) The eligible multijurisdictional body has adopted a resolution that authorizes the eligible multijurisdictional body to use teleconferencing pursuant to this section at a regular meeting in open session.

(2) At least a quorum of the members of the eligible multijurisdictional body shall participate from one or more physical locations that are open to the public and within the boundaries of the territory over which the local agency exercises jurisdiction.

(3) A member of the eligible multijurisdictional body who receives compensation for their service on the eligible multijurisdictional body shall participate from a physical location that is open to the public. For purposes of this paragraph, "compensation" does not include reimbursement for actual and necessary expenses.

(4) A member of the eligible multijurisdictional body may participate from a remote location provided that:

(A) The eligible multijurisdictional body identifies each member of the eligible multijurisdictional body who plans to participate remotely in the agenda.

(B) The member shall participate through both audio and visual technology.

(5) A member of the eligible multijurisdictional body shall not participate in a meeting remotely pursuant to this section, unless the location from which the member participates is more than 20 miles each way from any physical location of the meeting described in paragraph (2).

(6) The provisions of this section shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for more than the following number of meetings, as applicable:

(A) Two meetings per year, if the legislative body regularly meets once per month or less.

(B) Five meetings per year, if the legislative body regularly meets twice per month.

(C) Seven meetings per year, if the legislative body regularly meets three or more times per month.

(D) For the purpose of counting meetings attended by teleconference under this paragraph, a "meeting" shall be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day.

(b) For the purposes of this section, both of the following definitions apply:

(1) "Eligible multijurisdictional body" means a multijurisdictional board, commission, or advisory body of a multijurisdictional, cross-county agency, the membership of which board, commission, or advisory body is appointed, and the board, commission, or advisory body is otherwise subject to this chapter.

(2) "Multijurisdictional" means either of the following:

(A) A legislative body that includes representatives from more than one county, city, city and county, or special district.

(B) A legislative body of a joint powers entity formed pursuant to an agreement entered into in accordance with Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.



**54954.** (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on nonadversarial collective bargaining techniques.

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

*(Amended by Stats. 2004, Ch. 257, Sec. 1. Effective January 1, 2005.)*

**54954.1.** Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If a local agency has an internet website, the legislative body or its designee shall email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the item or items be delivered by email. If the local agency determines it is technologically infeasible to send a copy of all documents constituting the agenda packet or

a link to a website that contains the documents by email or by other electronic means, the legislative body or its designee shall send by mail a copy of the agenda or a website link to the agenda and mail a copy of all other documents constituting the agenda packet in accordance with the mailing requirements established pursuant to this section. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

*(Amended by Stats. 2021, Ch. 763, Sec. 1. (SB 274) Effective January 1, 2022.)*

**54954.2.** (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda that meets all of the following requirements:

(A) The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words.

(B) The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's internet website, if the local agency has one.

(C) (i) If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(ii) The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an internet website, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary internet website home page of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda, including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an internet website and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary internet website home page of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an internet website with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(E) For purposes of this paragraph, both of the following definitions apply:

(1) "Integrated agenda management platform" means an internet website of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(2) "Legislative body" means a legislative body that meets the definition of subdivision (a) of Section 54952.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's internet website, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

*(Amended (as amended by Stats. 2023, Ch. 131, Sec. 92) by Stats. 2025, Ch. 327, Sec. 16. (SB 707) Effective January 1, 2026.)*

**54954.3.** (a) (1) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

(2) (A) Notwithstanding paragraph (1), the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item.

(B) Subparagraph (A) shall not apply if any of the following conditions are met:

(i) The item has been substantially changed since the committee heard the item, as determined by the legislative body.

(ii) When considering the item, a quorum of the committee members did not participate from a singular physical location, that was clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency exercises jurisdiction.

(iii) The committee has primary subject matter jurisdiction, as defined by the charter, an ordinance, a resolution, or any formal action of the legislative body that created the subsidiary body, that focuses on elections, budgets, police oversight, privacy, removing from, or restricting access to, materials available in public libraries, or taxes or related spending proposals. This clause shall not apply to an item if the local agency has adopted a law applicable to the meeting of the committee at which the item that was considered prohibits the committee from placing a limit on the total amount of time for public comment on the item.

(3) Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) (1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

*(Amended by Stats. 2025, Ch. 327, Sec. 17. (SB 707) Effective January 1, 2026.)*

**54954.4.** (a) The Legislature hereby finds and declares that Section 12 of Chapter 641 of the Statutes of 1986, authorizing reimbursement to local agencies and school districts for costs mandated by the state pursuant to that act, shall be interpreted strictly. The intent of the Legislature is to provide reimbursement for only those costs

which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986.

(b) In this regard, the Legislature directs all state employees and officials involved in reviewing or authorizing claims for reimbursement, or otherwise participating in the reimbursement process, to rigorously review each claim and authorize only those claims, or parts thereof, which represent costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986 and for which complete documentation exists. For purposes of Section 54954.2, costs eligible for reimbursement shall only include the actual cost to post a single agenda for any one meeting.

(c) The Legislature hereby finds and declares that complete, faithful, and uninterrupted compliance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code) is a matter of overriding public importance. Unless specifically stated, no future Budget Act, or related budget enactments, shall, in any manner, be interpreted to suspend, eliminate, or otherwise modify the legal obligation and duty of local agencies to fully comply with Chapter 641 of the Statutes of 1986 in a complete, faithful, and uninterrupted manner.

*(Added by Stats. 1991, Ch. 238, Sec. 1.)*

**54954.5.** For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

**LICENSE/PERMIT DETERMINATION**

Applicant(s): (Specify number of applicants)

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

**LIABILITY CLAIMS**

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING

(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code:

REPORT INVOLVING TRADE SECRET

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)

Estimated date of public disclosure: (Specify month and year)

HEARINGS

Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)

Discussion will concern: (Specify closed session description used by the joint powers agency)

Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(Amended by Stats. 2012, Ch. 759, Sec. 6.1. (AB 2690) Effective January 1, 2013.)

54954.6. (a) (1) Before adopting any new or increased general tax or any new or increased assessment, the legislative body of a local agency shall conduct at least one public meeting at which local officials shall allow public testimony regarding the proposed new or increased general tax or new or increased assessment in addition to the noticed public hearing at which the legislative body proposes to enact or increase the general tax or assessment.

For purposes of this section, the term "new or increased assessment" does not include any of the following:

(A) A fee that does not exceed the reasonable cost of providing the services, facilities, or regulatory activity for which the fee is charged.

(B) A service charge, rate, or charge, unless a special district's principal act requires the service charge, rate, or charge to conform to the requirements of this section.

(C) An ongoing annual assessment if it is imposed at the same or lower amount as any previous year.

(D) An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public pursuant to subparagraph (G) of paragraph (2) of subdivision (c) and that was previously adopted by the agency or approved by the voters in the area where the assessment is imposed.

(E) Standby or immediate availability charges.

(2) The legislative body shall provide at least 45 days' public notice of the public hearing at which the legislative body proposes to enact or increase the general tax or assessment. The legislative body shall provide notice for the public meeting at the same time and in the same document as the notice for the public hearing, but the meeting shall occur prior to the hearing.

(b) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased general tax shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant to Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the first publication of the joint notice pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. Notwithstanding paragraph (2) of subdivision (a), the joint notice need not include notice of the public meeting after the meeting has taken place. The public hearing pursuant to subdivision (a) shall take place no earlier than 45 days after the first publication of the joint notice pursuant to this subdivision. Any written request for mailed notices shall be effective for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(2) The notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) The amount or rate of the tax. If the tax is proposed to be increased from any previous year, the joint notice shall separately state both the existing tax rate and the proposed tax rate increase.

(B) The activity to be taxed.

(C) The estimated amount of revenue to be raised by the tax annually.

(D) The method and frequency for collecting the tax.

(E) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(F) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the tax.

(c) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased assessment on real property or businesses shall be accomplished through a mailing, postage prepaid, in the United States mail and shall be deemed given when so deposited. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the joint mailing pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this

subdivision. The envelope or the cover of the mailing shall include the name of the local agency and the return address of the sender. This mailed notice shall be in at least 10-point type and shall be given to all property owners or business owners proposed to be subject to the new or increased assessment by a mailing by name to those persons whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization assessment roll, or the local agency's records pertaining to business ownership, as the case may be.

(2) The joint notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) In the case of an assessment proposed to be levied on property, the estimated amount of the assessment per parcel. In the case of an assessment proposed to be levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business. If the assessment is proposed to be increased from any previous year, the joint notice shall separately state both the amount of the existing assessment and the proposed assessment increase.

(B) A general description of the purpose or improvements that the assessment will fund.

(C) The address to which property owners may mail a protest against the assessment.

(D) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment.

(E) A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so provides. Notice shall also state the percentage of protests required to trigger an election, if applicable.

(F) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(G) A proposed assessment formula or range as described in subparagraph (D) of paragraph (1) of subdivision (a) if applicable and that is noticed pursuant to this section.

(3) Notwithstanding paragraph (1), in the case of an assessment that is proposed exclusively for operation and maintenance expenses imposed throughout the entire local agency, or exclusively for operation and maintenance assessments proposed to be levied on 50,000 parcels or more, notice may be provided pursuant to this subdivision or pursuant to paragraph (1) of subdivision (b) and shall include the estimated amount of the assessment of various types, amounts, or uses of property and the information required by subparagraphs (B) to (G), inclusive, of paragraph (2) of subdivision (c).

(4) Notwithstanding paragraph (1), in the case of an assessment proposed to be levied pursuant to Part 2 (commencing with Section 22500) of Division 2 of the Streets and Highways Code by a regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 of, or pursuant to Division 26 (commencing with Section 35100) of, the Public Resources Code, notice may be provided pursuant to paragraph (1) of subdivision (b).

(d) The notice requirements imposed by this section shall be construed as additional to, and not to supersede, existing provisions of law, and shall be applied concurrently with the existing provisions so as to not delay or prolong the governmental decisionmaking process.

(e) This section shall not apply to any new or increased general tax or any new or increased assessment that requires an election of either of the following:

(1) The property owners subject to the assessment.

(2) The voters within the local agency imposing the tax or assessment.

(f) Nothing in this section shall prohibit a local agency from holding a consolidated meeting or hearing at which the legislative body discusses multiple tax or assessment proposals.

(g) The local agency may recover the reasonable costs of public meetings, public hearings, and notice required by this section from the proceeds of the tax or assessment. The costs recovered for these purposes, whether recovered pursuant to this subdivision or any other provision of law, shall not exceed the reasonable costs of the public meetings, public hearings, and notice.

(h) Any new or increased assessment that is subject to the notice and hearing provisions of Article XIII C or XIII D of the California Constitution is not subject to the notice and hearing requirements of this section.



**54955.** The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

(Amended by Stats. 1959, Ch. 647.)

**54955.1.** Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

(Added by Stats. 1965, Ch. 469.)

**54956.** (a) (1) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's internet website, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telephone or electronic mail. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

(2) The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of the legislative body or of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(Amended by Stats. 2025, Ch. 327, Sec. 18. (SB 707) Effective January 1, 2026.)

**54956.5.** (a) For purposes of this section, "emergency situation" means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b) (1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting.

(A) Except as provided in subparagraph (B), the notice required by this paragraph shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this paragraph shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(B) For an emergency meeting held pursuant to this section, the presiding officer of the legislative body, or designee thereof, may send the notifications required by this paragraph by email instead of by telephone, as provided in subparagraph (A), to all local newspapers of general circulation, and radio or television stations, that have requested those notifications by email, and all email addresses provided by representatives of those newspapers or stations shall be exhausted. In the event that internet services and telephone services are not functioning, the notice requirements of this paragraph shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

*(Amended by Stats. 2025, Ch. 327, Sec. 19. (SB 707) Effective January 1, 2026.)*

**54956.6.** No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

*(Added by Stats. 1980, Ch. 1284.)*

**54956.7.** Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.

*(Added by Stats. 1982, Ch. 298, Sec. 1.)*

**54956.75.** (a) Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits from holding closed sessions to discuss its response to that report.

(b) After the public release of an audit report by the Bureau of State Audits, if a legislative body of a local agency meets to discuss the audit report, it shall do so in an open session unless exempted from that requirement by some other provision of law.

*(Added by Stats. 2004, Ch. 576, Sec. 4. Effective January 1, 2005.)*

**54956.8.** Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency.

For purposes of this section, "lease" includes renewal or renegotiation of a lease.

Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

*(Amended by Stats. 1998, Ch. 260, Sec. 3. Effective January 1, 1999.)*

**54956.81.** Notwithstanding any other provision of this chapter, a legislative body of a local agency that invests pension funds may hold a closed session to consider the purchase or sale of particular, specific pension fund investments. All investment transaction decisions made during the closed session shall be made by rollcall vote entered into the minutes of the closed session as provided in subdivision (a) of Section 54957.2.

*(Added by Stats. 2004, Ch. 533, Sec. 20. Effective January 1, 2005.)*

**54956.86.** Notwithstanding any other provision of this chapter, a legislative body of a local agency which provides services pursuant to Section 14087.3 of the Welfare and Institutions Code may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed. Prior to holding a closed session pursuant to this section, the legislative body shall inform the member, in writing, of his or her right to have the charge or complaint heard in an open session rather than a closed session.

*(Added by Stats. 1996, Ch. 182, Sec. 2. Effective January 1, 1997.)*

**54956.87.** (a) Notwithstanding any other provision of this chapter, the records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulas or calculations for these payments, and contract negotiations with providers of health care for alternative rates are exempt from disclosure for a period of three years after the contract is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption.

(b) Notwithstanding any other provision of law, the governing board of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors may order that a meeting held solely for the purpose of discussion or taking action on health plan trade secrets, as defined in subdivision (f), shall be held in closed session. The requirements of making a public report of action taken in closed session, and the vote or abstention of every member present, may be limited to a brief general description without the information constituting the trade secret.

(c) Notwithstanding any other provision of law, the governing board of a health plan may meet in closed session to consider and take action on matters pertaining to contracts and contract negotiations by the health plan with providers of health care services concerning all matters related to rates of payment. The governing board may delete the portion or portions containing trade secrets from any documents that were finally approved in the closed session held pursuant to subdivision (b) that are provided to persons who have made the timely or standing request.

(d) Nothing in this section shall be construed as preventing the governing board from meeting in closed session as otherwise provided by law.

(e) The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the Department of Managed Health Care in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(f) For purposes of this section, "health plan trade secret" means a trade secret, as defined in subdivision (d) of Section 3426.1 of the Civil Code, that also meets both of the following criteria:

(1) The secrecy of the information is necessary for the health plan to initiate a new service, program, marketing strategy, business plan, or technology, or to add a benefit or product.

(2) Premature disclosure of the trade secret would create a substantial probability of depriving the health plan of a substantial economic benefit or opportunity.

*(Amended by Stats. 2015, Ch. 190, Sec. 65. (AB 1517) Effective January 1, 2016.)*

**54956.9.** (a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

(b) For purposes of this chapter, all expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this chapter.

(c) For purposes of this section, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(d) For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(1) Litigation, to which the local agency is a party, has been initiated formally.

(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

(3) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (2).

(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

(e) For purposes of paragraphs (2) and (3) of subdivision (d), "existing facts and circumstances" shall consist only of one of the following:

(1) Facts and circumstances that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

(2) Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(3) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.

(4) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(5) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body so long as the official or employee of the local agency receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting, which

record shall be available for public inspection pursuant to Section 54957.5. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(f) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1).

(g) Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the paragraph of subdivision (d) that authorizes the closed session. If the session is closed pursuant to paragraph (1) of subdivision (d), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(h) A local agency shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee of the local agency is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

*(Amended by Stats. 2021, Ch. 615, Sec. 206. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)*

**54956.95.** (a) Nothing in this chapter shall be construed to prevent a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, for purposes of insurance pooling, or a local agency member of the joint powers agency, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency or a local agency member of the joint powers agency.

(b) Nothing in this chapter shall be construed to prevent the Local Agency Self-Insurance Authority formed pursuant to Chapter 5.5 (commencing with Section 6599.01) of Division 7 of Title 1, or a local agency member of the authority, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member of the authority.

(c) Nothing in this section shall be construed to affect Section 54956.9 with respect to any other local agency.

*(Added by Stats. 1989, Ch. 882, Sec. 3.)*

**54956.96.** (a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a local agency member may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.

(B) Other members of the legislative body of the local agency present in a closed session of that local agency member.

(2) Any designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) (1) In addition to the authority described in subdivision (a), the Clean Power Alliance of Southern California, or its successor entity, may adopt a policy or a bylaw or include in its joint powers agreement a provision that authorizes both of the following:

(A) A designated alternate member of the legislative body of the Clean Power Alliance of Southern California, or its successor entity, who is not a member of the legislative body of a local agency member and who is

attending a properly noticed meeting of the Clean Power Alliance of Southern California, or its successor entity, in lieu of a local agency member's regularly appointed member, to attend closed sessions of the Clean Power Alliance of Southern California, or its successor entity.

(B) All information that is received by a designated alternate member of the legislative body of the Clean Power Alliance of Southern California, or its successor entity, who is not a member of the legislative body of a local agency member, and that is presented to the Clean Power Alliance of Southern California, or its successor entity, in closed session, shall be confidential. However, the designated alternate member may disclose information obtained in a closed session that has direct financial or liability implications for the local agency member for which the designated alternate member attended the closed session, to the following individuals:

(i) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.

(ii) Members of the legislative body of the local agency present in a closed session of that local agency member.

(2) If the Clean Power Alliance of Southern California, or its successor entity, adopts a policy or bylaw or includes in its joint powers agreement a provision authorized pursuant to paragraph (1), the Clean Power Alliance of Southern California, or its successor entity, shall establish policies to prevent conflicts of interest and to address breaches of confidentiality that apply to a designated alternate member who is not a member of the legislative body of a local agency member who attends a closed session of the Clean Power Alliance of Southern California, or its successor entity.

(c) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a) or (b), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a) or paragraph (1) of subdivision (b).

(d) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Amended (as amended by Stats. 2019, Ch. 248, Sec. 1) by Stats. 2024, Ch. 24, Sec. 1. (AB 1852) Effective January 1, 2025. Repealed as of January 1, 2030, by its own provisions. See later operative version, as amended by Sec. 2 of Stats. 2024, Ch. 24.)*

**54956.96.** (a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a local agency member may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.

(B) Other members of the legislative body of the local agency present in a closed session of that local agency member.

(2) A designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a).

(c) This section shall become operative on January 1, 2030.

*(Amended (as added by Stats. 2019, Ch. 248, Sec. 2) by Stats. 2024, Ch. 24, Sec. 2. (AB 1852) Effective January 1, 2025. Section operative January 1, 2030, by its own provisions.)*



**54956.97.** Notwithstanding any provision of law, the governing board, or a committee of the governing board, of a public bank, as defined in Section 57600 of the Government Code, may meet in closed session to consider and take action on matters pertaining to all of the following:

- (a) A loan or investment decision.
- (b) A decision of the internal audit committee, the compliance committee, or the governance committee.
- (c) A meeting with a state or federal regulator.

*(Added by Stats. 2019, Ch. 442, Sec. 14. (AB 857) Effective January 1, 2020.)*

**54956.98.** (a) For purposes of this section, the following definitions shall apply:

(1) "Shareholder, member, or owner local agency" or "shareholder, member, or owner" means a local agency that is a shareholder of a public bank.

(2) "Public bank" has the same meaning as defined in Section 57600.

(b) The governing board of a public bank may adopt a policy or a bylaw or include in its governing documents provisions that authorize any of the following:

(1) All information received by a shareholder, member, or owner of the public bank in a closed session related to the information presented to the governing board of a public bank in closed session shall be confidential. However, a member of the governing board of a shareholder, member, or owner local agency may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that shareholder, member, or owner local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that shareholder local agency.

(B) Other members of the governing board of the local agency present in a closed session of that shareholder, member, or owner local agency.

(2) A designated alternate member of the governing board of the public bank who is also a member of the governing board of a shareholder, member, or owner local agency and who is attending a properly noticed meeting of the public bank governing board in lieu of a shareholder, member, or owner local agency's regularly appointed member may attend a closed session of the public bank governing board.

(c) If the governing board of a public bank adopts a policy or a bylaw or includes provisions in its governing documents pursuant to subdivision (b), then the governing board of the shareholder, member, or owner local agency, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the public bank governing board pursuant to paragraph (1) of subdivision (b).

*(Added by Stats. 2019, Ch. 442, Sec. 15. (AB 857) Effective January 1, 2020.)*

**54957.** (a) (1) This chapter does not prevent the legislative body of a local agency from holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or other law enforcement or security personnel, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, a threat to the public's right of access to public services or public facilities, or a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity.

(2) For purposes of this subdivision, the following definitions apply:

(A) "Critical infrastructure controls" means networks and systems controlling assets so vital to the local agency that the incapacity or destruction of those networks, systems, or assets would have a debilitating impact on public health, safety, economic security, or any combination thereof.

(B) "Critical infrastructure information" means information not customarily in the public domain pertaining to any of the following:

(i) Actual, potential, or threatened interference with, or an attack on, compromise of, or incapacitation of critical infrastructure controls by either physical or computer-based attack or other similar conduct, including, but not limited to, the misuse of, or unauthorized access to, all types of communications and data transmission systems, that violates federal, state, or local law or harms public health, safety, or economic security, or any combination thereof.

(ii) The ability of critical infrastructure controls to resist any interference, compromise, or incapacitation, including, but not limited to, any planned or past assessment or estimate of the vulnerability of critical infrastructure.

(iii) Any planned or past operational problem or solution regarding critical infrastructure controls, including, but not limited to, repair, recovery, reconstruction, insurance, or continuity, to the extent it is related to interference, compromise, or incapacitation of critical infrastructure controls.

(b) (1) Subject to paragraph (2), this chapter does not prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of their right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. This subdivision shall not limit local officials' ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

*(Amended by Stats. 2024, Ch. 243, Sec. 1. (AB 2715) Effective January 1, 2025.)*

**54957.1.** (a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.



(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

*(Amended by Stats. 2006, Ch. 538, Sec. 311. Effective January 1, 2007.)*

**54957.2.** (a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a

closed session, to a court of general jurisdiction wherein the local agency lies. The minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

*(Amended by Stats. 2021, Ch. 615, Sec. 207. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)*

**54957.5.** (a) Agendas of public meetings are disclosable public records under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), and shall be made available upon request without delay and in compliance with Section 54954.2 or Section 54956, as applicable. However, this section shall not apply to a writing, or portion thereof, that is exempt from public disclosure.

(b) (1) If a writing is a public record related to an agenda item for an open session of a regular meeting of the legislative body of a local agency and is distributed to all, or a majority of all, of the members of a legislative body of a local agency by a person in connection with a matter subject to discussion or consideration at an open meeting of the body less than 72 hours before that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) (A) Except as provided in subparagraph (B), a local agency shall comply with both of the following requirements:

(i) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose.

(ii) A local agency shall list the address of the office or location designated pursuant to clause (i) on the agendas for all meetings of the legislative body of that agency.

(B) A local agency shall not be required to comply with the requirements of subparagraph (A) if all of the following requirements are met:

(i) An initial staff report or similar document containing an executive summary and the staff recommendation, if any, relating to that agenda item is made available for public inspection at the office or location designated pursuant to clause (i) of subparagraph (A) at least 72 hours before the meeting.

(ii) The local agency immediately posts any writing described in paragraph (1) on the local agency's internet website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(iii) The local agency lists the web address of the local agency's internet website on the agendas for all meetings of the legislative body of that agency.

(iv) (I) Subject to subclause (II), the local agency makes physical copies available for public inspection, beginning the next regular business hours for the local agency, at the office or location designated pursuant to clause (i) of subparagraph (A).

(II) This clause is satisfied only if the next regular business hours of the local agency commence at least 24 hours before that meeting.

(c) Writings that are public records described in subdivision (b) and distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) This chapter shall not be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 7922.530, except that a surcharge shall not be imposed on persons with disabilities in violation of Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), including, but not limited to, the ability of the public to inspect public records pursuant to Section 7922.525 and obtain copies of public records pursuant to either subdivision (b) of Section 7922.530 or Section 7922.535. This chapter shall not be construed to require a legislative body of a local agency to place any paid advertisement or any other paid notice in any publication.

*(Amended (as amended by Stats. 2021, Ch. 615, Sec. 208) by Stats. 2022, Ch. 971, Sec. 1. (AB 2647) Effective January 1, 2023.)*

**54957.6.** (a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation, subject to all of the following conditions:

(1) Prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

(2) The closed session shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

(3) The closed session may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

(4) Any closed session with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

(5) The closed session shall not include final action on the proposed compensation of one or more unrepresented employees.

(6) For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

*(Amended by Stats. 2025, Ch. 327, Sec. 20. (SB 707) Effective January 1, 2026.)*

**54957.7.** (a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

(c) The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

*(Amended by Stats. 1993, Ch. 1137, Sec. 15. Effective January 1, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 1137.)*

**54957.8.** (a) For purposes of this section, "multijurisdictional law enforcement agency" means a joint powers entity formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 that provides law enforcement services for the parties to the joint powers agreement for the purpose of investigating criminal activity involving drugs; gangs; sex crimes; firearms trafficking or felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft.

(b) Nothing contained in this chapter shall be construed to prevent the legislative body of a multijurisdictional law enforcement agency, or an advisory body of a multijurisdictional law enforcement agency, from holding closed sessions to discuss the case records of any ongoing criminal investigation of the multijurisdictional law enforcement agency or of any party to the joint powers agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

*(Amended by Stats. 2006, Ch. 427, Sec. 1. Effective September 22, 2006.)*

**54957.9.** In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

*(Amended by Stats. 2025, Ch. 327, Sec. 21. (SB 707) Effective January 1, 2026.)*

**54957.95.** (a) (1) In addition to authority exercised pursuant to Sections 54954.3 and 54957.9, the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting, including any teleconferenced meeting.

(2) Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).

(b) As used in this section:

(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.

(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

*(Amended by Stats. 2025, Ch. 327, Sec. 22. (SB 707) Effective January 1, 2026.)*

**54957.96.** (a) The existing authority of a legislative body or its presiding officer to remove or limit participation by persons who engage in behavior that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting, including existing limitations upon that authority, shall apply to members of the public participating in a meeting via a two-way telephonic service or a two-way audiovisual platform.

(b) For purposes of this section, the following definitions apply:

(1) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service. A two-way audiovisual platform may be structured to disable the use of video for the public participants.

(2) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

*(Added by Stats. 2025, Ch. 327, Sec. 23. (SB 707) Effective January 1, 2026.)*

**54957.10.** Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions to discuss a local agency employee's application for early withdrawal of funds in a deferred compensation plan when

the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

*(Added by Stats. 2001, Ch. 45, Sec. 1. Effective January 1, 2002.)*

**54958.** The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

*(Added by Stats. 1953, Ch. 1588.)*

**54959.** Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of this chapter, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, is guilty of a misdemeanor.

*(Amended by Stats. 1994, Ch. 32, Sec. 18. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)*

**54960.** (a) The district attorney or any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body, or to determine the applicability of this chapter to past actions of the legislative body, subject to Section 54960.2, or to determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under the laws of this state or of the United States, or to compel the legislative body to audio record its closed sessions as hereinafter provided.

(b) The court in its discretion may, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, order the legislative body to audio record its closed sessions and preserve the audio recordings for the period and under the terms of security and confidentiality the court deems appropriate.

(c) (1) Each recording so kept shall be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording.

(2) The audio recordings shall be subject to the following discovery procedures:

(A) In any case in which discovery or disclosure of the audio recording is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of this chapter has occurred in a closed session that has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with the appropriate court with notice to the governmental agency that has custody and control of the audio recording. The notice shall be given pursuant to subdivision (b) of Section 1005 of the Code of Civil Procedure.

(B) The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the following:

(i) Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency that has custody and control of the recording.

(ii) An affidavit that contains specific facts indicating that a violation of the act occurred in the closed session.

(3) If the court, following a review of the motion, finds that there is good cause to believe that a violation has occurred, the court may review, in camera, the recording of that portion of the closed session alleged to have violated the act.

(4) If, following the in camera review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of this chapter, the court shall, in its discretion, make a certified transcript of the portion of the recording a public exhibit in the proceeding.

(5) This section shall not permit discovery of communications that are protected by the attorney-client privilege.

*(Amended by Stats. 2012, Ch. 732, Sec. 1. (SB 1003) Effective January 1, 2013.)*

54960.1. (a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.

(b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.

(c) (1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.

(2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.

(3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.

(4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.

(d) An action taken that is alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 shall not be determined to be null and void if any of the following conditions exist:

(1) The action taken was in substantial compliance with Sections 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5.

(2) The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement thereto.

(3) The action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.

(4) The action taken was in connection with the collection of any tax.

(5) Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with subdivision (a) of Section 54954.2, Section 54956, or Section 54956.5, because of any defect, error, irregularity, or omission in the notice given pursuant to those provisions, had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken, if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

(e) During any action seeking a judicial determination pursuant to subdivision (a) if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 has been cured or corrected by a subsequent action of the legislative body, the action filed pursuant to subdivision (a) shall be dismissed with prejudice.

(f) The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of this chapter.

*(Amended by Stats. 2002, Ch. 454, Sec. 23. Effective January 1, 2003.)*

54960.2. (a) The district attorney or any interested person may file an action to determine the applicability of this chapter to past actions of the legislative body pursuant to subdivision (a) of Section 54960 only if all of the following conditions are met:

(1) The district attorney or interested person alleging a violation of this chapter first submits a cease and desist letter by postal mail or facsimile transmission to the clerk or secretary of the legislative body being accused of the violation, as designated in the statement pertaining to that public agency on file pursuant to Section 53051, or if the agency does not have a statement on file designating a clerk or a secretary, to the chief executive officer of that agency, clearly describing the past action of the legislative body and nature of the alleged violation.

(2) The cease and desist letter required under paragraph (1) is submitted to the legislative body within nine months of the alleged violation.

(3) The time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b) has expired and the legislative body has not provided an unconditional commitment pursuant to subdivision (c).

(4) Within 60 days of receipt of the legislative body's response to the cease and desist letter, other than an unconditional commitment pursuant to subdivision (c), or within 60 days of the expiration of the time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b), whichever is earlier, the party submitting the cease and desist letter shall commence the action pursuant to subdivision (a) of Section 54960 or thereafter be barred from commencing the action.

(b) The legislative body may respond to a cease and desist letter submitted pursuant to subdivision (a) within 30 days of receiving the letter. This subdivision shall not be construed to prevent the legislative body from providing an unconditional commitment pursuant to subdivision (c) at any time after the 30-day period has expired, except that in that event the court shall award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to this section, in accordance with Section 54960.5.

(c) (1) If the legislative body elects to respond to the cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate this chapter, that response shall be in substantially the following form:

To \_\_\_\_\_:

The [name of legislative body] has received your cease and desist letter dated [date] alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

[Describe alleged past action, as set forth in the cease and desist letter submitted pursuant to subdivision (a)]

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the [name of legislative body] hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above.

The [name of legislative body] may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Very truly yours,

\_\_\_\_\_  
[Chairperson or acting chairperson of the legislative body]



(2) An unconditional commitment pursuant to this subdivision shall be approved by the legislative body in open session at a regular or special meeting as a separate item of business, and not on its consent agenda.

(3) An action shall not be commenced to determine the applicability of this chapter to any past action of the legislative body for which the legislative body has provided an unconditional commitment pursuant to this subdivision. During any action seeking a judicial determination regarding the applicability of this chapter to any past action of the legislative body pursuant to subdivision (a), if the court determines that the legislative body has provided an unconditional commitment pursuant to this subdivision, the action shall be dismissed with prejudice. Nothing in this subdivision shall be construed to modify or limit the existing ability of the district attorney or any interested person to commence an action to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body.

(4) Except as provided in subdivision (d), the fact that a legislative body provides an unconditional commitment shall not be construed or admissible as evidence of a violation of this chapter.

(d) If the legislative body provides an unconditional commitment as set forth in subdivision (c), the legislative body shall not thereafter take or engage in the challenged action described in the cease and desist letter, except as provided in subdivision (e). Violation of this subdivision shall constitute an independent violation of this chapter, without regard to whether the challenged action would otherwise violate this chapter. An action alleging past violation or threatened future violation of this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(e) The legislative body may resolve to rescind an unconditional commitment made pursuant to subdivision (c) by a majority vote of its membership taken in open session at a regular meeting as a separate item of business not on its consent agenda, and noticed on its posted agenda as "Rescission of Brown Act Commitment," provided that not less than 30 days prior to such regular meeting, the legislative body provides written notice of its intent to consider the rescission to each person to whom the unconditional commitment was made, and to the district attorney. Upon rescission, the district attorney or any interested person may commence an action pursuant to subdivision (a) of Section 54960. An action under this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

*(Added by Stats. 2012, Ch. 732, Sec. 2. (SB 1003) Effective January 1, 2013.)*

**54960.5.** A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960, 54960.1, or 54960.2 where it is found that a legislative body of the local agency has violated this chapter. Additionally, when an action brought pursuant to Section 54960.2 is dismissed with prejudice because a legislative body has provided an unconditional commitment pursuant to paragraph (1) of subdivision (c) of that section at any time after the 30-day period for making such a commitment has expired, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of that action caused the legislative body to issue the unconditional commitment. The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 or 54960.1 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

*(Amended by Stats. 2012, Ch. 732, Sec. 3. (SB 1003) Effective January 1, 2013.)*

**54961.** (a) No legislative body of a local agency shall conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every local agency as defined in Section 54951.

(b) No notice, agenda, announcement, or report required under this chapter need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

*(Amended by Stats. 2007, Ch. 568, Sec. 35. Effective January 1, 2008.)*

**54962.** Except as expressly authorized by this chapter, or by Sections 1461, 1462, 32106, and 32155 of the Health and Safety Code, or by Sections 37606, 37606.1, and 37624.3 of the Government Code as they apply to hospitals, or by any provision of the Education Code pertaining to school districts and community college districts, no closed session may be held by any legislative body of any local agency.

*(Amended by Stats. 2006, Ch. 157, Sec. 2. Effective January 1, 2007.)*



54963. (a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, "confidential information" means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grandjury.

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.

(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.

*(Added by Stats. 2002, Ch. 1119, Sec. 1. Effective January 1, 2003.)*



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*Date:* December 22, 2025

*To:* Staff to Advisory Bodies

*From:* Thomas L. Geiger, County Counsel  
By: Hannah M. Shafsky, Deputy County Counsel

TS for AMS

*Re:* **Brown Act Update on Alternative Remote Teleconferencing Option and Remote Participation as a Reasonable Accommodation**

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This memo describes two changes to Brown Act rules that allow advisory body members to participate in meetings remotely. Senate Bill 707 ("SB 707"), effective January 1, 2026, amends the Brown Act's alternative remote teleconference meeting procedures by adding new reasons for a remote appearance for "just cause." The attached chart provides a detailed summary of all requirements for "just cause" teleconferencing as well as the requirements for traditional teleconferencing, which have not changed.

SB 707 also expressly allows members of legislative bodies to participate in meetings remotely as a reasonable accommodation for a disability.

**Changes to Alternative Teleconferencing Procedures**

Under the Brown Act, advisory body members may participate in meetings remotely for a "just cause" reason. SB 707 eliminates the "emergency circumstances" provision and adds the following three reasons for a remote appearance for "just cause":

- (1) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the advisory body member that requires the member to participate remotely.
- (2) Military service obligations that result in an advisory body member being unable to attend in person because they are under official written orders for duty required as a member of the California National Guard or U.S. Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.
- (3) A physical or family medical emergency that prevents an advisory body member from attending in person.

The language in subsection (3) is the same language that previously permitted a member to request to appear remotely for "emergency circumstances," which required

the body to act on the request.<sup>1</sup> There is no requirement that the body take action to allow the member to attend remotely for any “just cause” reason, including for a medical emergency.

If a member participates remotely for “just cause,” the meeting minutes must identify the specific just cause provision that the member relied upon to participate remotely.

SB 707 retains the requirements that at least a quorum of members of the body participate in person and that the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency’s territorial jurisdiction.

SB 707 limits the number of times a member may appear remotely for just cause as follows:

- (1) two meetings per year if the body regularly meets once per month or less;
- (2) five meetings per year if the body regularly meets twice per month; and
- (3) seven times per year if the body regularly meets three or more times per month.

These provisions will remain in effect until January 1, 2030.

There are no substantive changes to the rules regarding the traditional teleconferencing option.

### **Remote Attendance as a Reasonable Accommodation**

SB 707 also permits a member of a legislative body with a disability<sup>2</sup> to participate in a meeting remotely as a reasonable accommodation. To do so, the member is required to:

- (1) Participate through both audio and visual technology, except that any member with a disability may participate through audio technology only if a physical condition related to the disability results in a need to participate off camera; and
- (2) Disclose at the meeting before any action is taken whether any other individuals 18 or older are present in the room with the member and the general nature of the member’s relationship with the individual(s).

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<sup>1</sup> The “emergency circumstances” provision is no longer a separate reason for remote attendance, since “medical emergency” is now a “just cause” reason.

<sup>2</sup> SB 707 defines “disability” as a “physical or a mental disability as those terms are defined in Section 12926 and used in Section 12926.1, or a disability as defined in Section 12102 of Title 42 of the United States Code.” (Gov. Code, § 54953(e)(1).)

Remote participation as a reasonable accommodation is treated as in-person attendance at the physical location for all purposes, including any requirement that a quorum of the body participate from the same location.

***Procedure for Requesting Remote Attendance as a Reasonable Accommodation***

Before an advisory body member with a qualifying disability attends a meeting remotely, the member must request to appear remotely as a reasonable accommodation and receive approval from the Clerk of the Board.

To request this accommodation, the member must submit a written request to the Clerk of the Board at least one week before the time of the first meeting for which remote attendance is requested. The request may be in a letter or via email, with the phrase “Advisory Body Reasonable Accommodation” in the subject line. Requests should be sent to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us). The Clerk of the Board will evaluate and approve or deny the request using the following criteria:

1. The request to attend remotely as a reasonable accommodation must include the following:
  1. A self-attestation that the accommodation is needed as a result of a disability.
  2. A general description explaining the need for the accommodation, which need not exceed 20 words. The member does not need to submit medical documentation or disclose a medical diagnosis or disability.
  3. The duration of the requested accommodation.
  4. The name of the advisory body on which the member sits.
2. In consultation with the member with a disability, the Clerk of the Board will determine if the request is approved and the most effective way to provide the accommodation. Responses to reasonable accommodation requests will be provided in writing in a timely manner before the start of the specific meeting. Otherwise, the response will be provided orally, followed by written confirmation.
3. If the Clerk of the Board approves remote appearance as a reasonable accommodation, the member may appear remotely at meetings for the approved duration of the accommodation. Members may be granted a teleconferencing accommodation on a permanent basis or a temporary basis. The duration will be determined in accordance with the member’s disability-related needs. For temporary disabilities, the member may need to seek recertification from time to time, as determined by the Clerk of the Board.

***Procedures for Attending Meetings Remotely as a Reasonable Accommodation***

During every meeting that a member attends remotely as an approved reasonable accommodation, the member must:

1. use two-way, real-time video and audio streaming; and
2. disclose the presence of other adults at the remote location and nature of the member's relationship with these individuals.

When a member attends a meeting remotely as an approved reasonable accommodation, the following Brown Act requirements are waived with respect to the remote location:

1. Including the teleconference location in the notice and agenda;
2. Posting the meeting agenda at the teleconference location; and
3. Allowing public access to the teleconference location.

HMS:

Attachment: Teleconference Meeting Options Chart

cc: Board of Supervisors  
Monica Nino, County Administrator  
Jami Morritt, Chief Assistant Clerk of the Board

H:\2025\County Administrator\updated teleconferencing and reasonable accommodation guidance - final.docx

## Teleconference/Remote Meeting Options

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	Alternative Teleconferencing (Gov. Code, §§ 54953.8, 54953.8.3)
<b>Applicable Timeframe</b>	<ul style="list-style-type: none"> <li>Available anytime.</li> </ul>	<ul style="list-style-type: none"> <li>Available between <u>January 1, 2026</u> and <u>January 1, 2030</u>.</li> </ul>
<b>Who May Appear Remotely and Quorum Requirements</b>	<ul style="list-style-type: none"> <li>Individual board members, if at least a quorum of the members of the body participate from locations within the jurisdictional boundaries of the body.</li> </ul>	<ul style="list-style-type: none"> <li>Individual board members if:               <ol style="list-style-type: none"> <li>a quorum of the members of the body participates in person; and</li> <li>the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency's jurisdiction.</li> </ol> </li> </ul>
<b>Bases for Remote Appearance</b>	<ul style="list-style-type: none"> <li>Applies when a board member is unable to attend in person.</li> </ul>	<ul style="list-style-type: none"> <li>A member may appear remotely for "Just Cause," which is any of the following:               <ol style="list-style-type: none"> <li>A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;</li> <li>A contagious illness that prevents a member from attending in person;</li> <li>A need related to a physical or mental disability that is not otherwise accommodated for;</li> <li>Travel while on official business of the body or another state or local agency;</li> <li>An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely;</li> <li>Military service obligations that result in a member being unable to attend in person because they are under official written orders for duty required as a member of the California National Guard or U.S. Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency; and</li> <li>a physical or family medical emergency that prevents a member from attending in person.</li> </ol> </li> </ul>

	<b>Traditional Teleconferencing (Gov. Code, § 54953(b).)</b>	<b>Alternative Teleconferencing (Gov. Code, §§ 54953.8, 54953.8.3)</b>
<b>Notification Requirements</b>	<ul style="list-style-type: none"> <li>▪ No additional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely.</li> <li>▪ The member must provide a general description of the circumstances relating to their need to appear remotely.</li> <li>▪ There is no requirement that the body take any action.</li> <li>▪ The member is not required to disclose any medical diagnosis or disability, or any personal medical information that is otherwise confidential.</li> </ul>
<b>Agenda and Public Access and Comment Requirements</b>	<ul style="list-style-type: none"> <li>▪ The teleconference location must be open to the public.</li> <li>▪ The agenda must be posted at all meeting locations, including the teleconference location.</li> <li>▪ The agenda must identify all meeting locations, including the teleconference location.</li> <li>▪ The agenda must provide for public comment at all meeting locations, including the teleconference location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment.</li> <li>▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location.</li> <li>▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location.</li> <li>▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time.</li> <li>▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting.</li> </ul>

	<b>Traditional Teleconferencing (Gov. Code, § 54953(b).)</b>	<b>Alternative Teleconferencing (Gov. Code, §§ 54953.8, 54953.8.3)</b>
<b>Voting Requirements</b>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>
<b>Technological Requirements</b>		<ul style="list-style-type: none"> <li>▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either:               <ol style="list-style-type: none"> <li>(1) a two-way audiovisual platform; or</li> <li>(2) a two-way telephonic service and a live webcasting of the meeting.</li> </ol> <p>A two-way audiovisual platform may be structured to disable the use of video for the public participants.</p> </li> </ul>
<b>Other Requirements</b>		<ul style="list-style-type: none"> <li>▪ If a member participates remotely, the member must also:               <ol style="list-style-type: none"> <li>(1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member's relationship with such individuals; and</li> <li>(2) Participate through both audio and visual technology.</li> </ol> </li> <li>▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency's control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.</li> <li>▪ The body must have and implement a procedure for receiving and quickly resolving</li> </ul>



	<b>Traditional Teleconferencing (Gov. Code, § 54953(b).)</b>	<b>Alternative Teleconferencing (Gov. Code, §§ 54953.8, 54953.8.3)</b>
		<p>reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility.</p> <ul style="list-style-type: none"> <li>▪ The meeting minutes must identify the specific just cause provision (with reference to the specific provision of law) that each member relied upon to participate remotely.</li> </ul>
<b>Limitations on Frequency of Remote Appearances</b>	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A member may participate remotely for “just cause” for no more than the following number of meetings:               <ol style="list-style-type: none"> <li>(1) 2 meetings per year, if the body regularly meets once per month or less;</li> <li>(2) 5 meetings per year, if the legislative body regularly meets twice per month; and</li> <li>(3) 7 meetings per year, if the body regularly meets three or more times per month.</li> </ol> </li> </ul>

Note: If a member participates remotely as a reasonable accommodation for a disability, it is considered in-person attendance.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-174

**Agenda Date:** 1/12/2026

**Agenda #:** 9.

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**Meeting Date:** January 12, 2026

**Subject:** Receive update on “Who, What, When” framework for TCAB activities,  
status and next steps

**Submitted For:** Transitional Community Advisory Board

**Presenter:** Jessica Travenia

**Contact:** [jessica.travenia@oresj.cccounty.us](mailto:jessica.travenia@oresj.cccounty.us) <<mailto:jessica.travenia@oresj.cccounty.us>>

### Referral History and Update:

At prior meetings, TCAB members requested clear and accessible tools to track progress, understand roles, and anticipate upcoming decisions related to the Wellness Network. In response, staff developed a “Who, What, When” framework to support shared understanding and accountability.

### Information:

Staff will present a high-level “Who, What, When” framework outlining status, upcoming milestones, and next steps for TCAB activities, including Request for Qualifications (RFQ) and Request for Proposals (RFP) development, governance formation, recruitment, and coordination with the Equity Committee and Board of Supervisors.

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

Receive the “Who, What, When” framework and provide any feedback to support ongoing clarity, transparency, and coordination.