



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Internal Operations Committee

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

<https://cccouny-us.zoom.us/j/81079842919>  
Call In: 888-278-0254 Conference code: 845965

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Tuesday, May 27, 2025

10:30 AM

309 Diablo Rd, Danville  
3361 Walnut Blvd, Suite 140, Brentwood

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1. Call to Order

*The meeting was called to order at 10:33 a.m. by Vice Chair Burgis. Chair Andersen was in attendance while in transit from the airport. In attendance were Jami Morritt, Lauren Hill, Mario DiPrisco, Scott Gordon, Alicia Nuchols, Jill Ray, Chrystine Robbins, District 2 Supervisor's Office, District 3 Supervisor's Office, Shauna Polk, Christina Dunn, and Julie Enea.*

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

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

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

3. RECEIVE and APPROVE the Record of Action for the March 24, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

**Attachments:** [DRAFT IOC ROA 3-24-25](#)

*The Committee unanimously approved the minutes from the March 24, 2025 meeting.*

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

4. CONSIDER recommending to the Board of Supervisors the reappointment of Sarah Birdwell to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2028. (Julie Enea, County Administrator's Office)

**Attachments:** [Birdwell Sarah \(CC CAC\) 05-01-25 D4 Redacted PRESS PUBLICATION COUNTY CONNECTION VACANCY 3-31-25](#)

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

5. INTERVIEW applicants for the pending vacant seat on the Retirement Board and determine recommendation for Board of Supervisors consideration on June 10, 2025.

(Julie Enea, County Administrator's Office)

**Attachments:**

[PRESS PUBLICATION Seeking Retirement Board Applicants 3-31-25](#)  
[Retirement Board Time Commitment Updated 2025](#)  
[DiPrisco, Mario \(CCCERA\) 04-11-25 \[D2\]](#)  
[Fernandes, Larry \(CCCERA\) 04-09-25 \[D4\]](#)  
[Gordon, Scott \(CCCERA\) 03-31-25 \[D5\]](#)  
[Sadowski, Nathan \(CCCERA\) 04-11-25 \[D4\]](#)

*Staff introduced the item and noted that all of the eligible applicants were in attendance except for Nathan Sadowski, who, it was later learned, was called out of town to attend to a family matter.*

*The Committee interviewed Mario DiPrisco, Larry Fernandes, and Scott Gordon and decided to recommend Scott Gordon for reappointment. The Committee commented on the excellence of all of the applicants and referred them to other County advisory bodies that require similar skills and financial acumen, and noted that the County would be recruiting one year from now for three Retirement Board seats.*

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

6. CONSIDER accepting the 2024-25 Triennial Review Phase II, Cycle 4 Report and approving specific recommendations; REVIEW advisory body appointee training requirements for possible modification. (Lauren Hull, Clerk of the Board's Office; Julie Enea, County Administrator's Office)

*Lauren Hull presented the Triennial Advisory Body Review report and recommendations. Julie Enea presented the current status and staff recommendations on advisory body training. The Committee accepted the reports and unanimously approved the staff's recommendations, which will be forwarded to the Board of Supervisors for consideration.*

*Vice Chair Burgis also commented that all Department Heads should receive training on the Brown Act so that they are cognizant of the open meeting act requirements under which the Board of Supervisors operates.*

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

7. RECEIVE report on the activities of the Contra Costa County Commission for Women and Girls. (Shauna Polk, Commission Chairperson)

**Attachments:**

[Commission for Women-Girls - 2025 Presentation](#)

*Commission Chair Shauna Polk presented the status report. She reported that they have a high number of applicants for membership because the meetings have become more meaningful and where Herstory educational presentations are made. The community are invited to nominate Herstory presenters. Shauna discussed gender one-on-one workshops, discussions about women in non-traditional roles, and women league workshops. As Commission Chair, Shauna said she leads from behind and encourages the Commissioners to choose which areas they will work on. They are forming ad hoc*

*committees covering different subject areas and policy/legislation will be a priority this year if they can find enough Commissioners who are interested. The Committee emphasized that that advocacy needs to align with the County's legislative platform, so there needs to be communication with the County's legislative program. The Committee also emphasized the importance of having the Commissioners meet with their respective County Supervisors to ensure they are hearing and promoting the issues important to the District Supervisors.*

*The Committee was appreciative of the Commission's progress in growing and stabilizing its membership, achieving a meeting quorum and following open meeting procedures, the Herstories, and other innovative activities. She encouraged the Commission to bring to the BOS requests for policy or legislative support and assistance. The Committee welcomes the Commission's voice in policy development for women's services such a health and child care, and suggested meeting with County department heads to learn about the issues from the department's perspectives in addition to the community perspective.*

*Shauna mentioned using the balance of their grant funds to conduct a community needs survey at local events such as farmer's markets.*

*Larry Fernandes suggested that the Commission might want to consult with Trish Costello from San Mateo who runs an organization called Portfolio, which does venture capital investing predominantly in women's health. He noted a trend in the increasing amount of wealth under the responsibility of women.*

*Chair Andersen confirmed with Shauna that the Commission was doing its banking with the County, generating revenue through grants and event admission fees. Chair Andersen clarified that the County is not in a position to provide annual budgets for its nearly 80 advisory bodies but can sometimes find funds for one-time needs. Similarly, there are many philanthropic foundations that could be sponsors for specific events. The Committee also suggested reaching out to ORESJ.*

#### **Received**

8. The next meeting is currently scheduled for June 23, 2025.

*The Committee confirmed the next meeting date. Julie Enea advised that Sr. Deputy CAO Jason Chan would staff that meeting in Julie's absence.*

Adjourn

*Vice Chair Burgis adjourned the meeting at 11:43 a.m.*

For Additional Information Contact: Julie.Enea@cao.cccounty.us