

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez, CA



AGENDA

Reorganization Meeting

Tuesday, January 14, 2025

9:00 AM

BOARD OF SUPERVISORS

Supervisor John Gioia, District I
Supervisor Candace Andersen, District II
Supervisor Diane Burgis, District III
Supervisor Ken Carlson, District IV
Supervisor Shanelle Scales-Preston, District V

Clerk of the Board (925) 655-2000
clerkoftheboard@cob.cccounty.us

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 669-900-9128 followed by the access code 92253393385#. A caller should indicate they wish to speak on an agenda item by pushing "*9" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://zoom.us/j/92253393385>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. 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 Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

REORGANIZATION OF THE BOARD OF SUPERVISORS

- **Honor Guard – Contra Costa County Sheriff Department**
- **Pledge of Allegiance**
- **National Anthem – January Karbowski**
- **Administering Oath of Office to Supervisor Candace Andersen to serve as Supervisor for District II, Supervisor Diane Burgis to serve as Supervisor for District III and to Supervisor Shanelle Scales-Preston to serve as Supervisor for District V by Honorable Christopher Bowen, Presiding Judge. Administering Oath of Office to Supervisor Candace Andersen to serve as Chair of the Board of Supervisors and to Supervisor Diane Burgis to serve as Vice-Chair of the Board of Supervisors by Honorable Christopher Bowen, Presiding Judge.**
- **Comments of the Chair Candace Andersen and Introduction of Staff**
- **Comments from Vice Chair Diane Burgis and Introduction of Staff**
- **Comments from Supervisors Gioia, Carlson, and Scales-Preston and Introductions of Staff**
- **Consent and Discussion Calendar**
- **Closing comments from Chair Candace Andersen**
- **America the Beautiful – January Karbowski**

1. **CALL TO ORDER; ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **Inspirational Thought-**

"Let us be a better human being, a better person, and a better citizen. New Year's is a time to better ourselves for a better world." ~anonymous

4. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.109 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor. Items removed from the Consent Calendar may be considered with the Discussion Items or continued to the January 21st meeting.**

5. **DISCUSSION ITEMS**

- D.1. CONSIDER approving recommendations for Board Member and other [RES 2025-01](#) appointments to local, regional and statewide committees, boards and commissions; adopting Resolution No. 2025-01 amending the Master List of Board Member appointments; and approving the posting of Form 806 to the County website to report additional compensation that Board members receive when serving on committees, boards, and commissions of a public agency, special district, and joint powers agency or authority. (Candace Andersen, Chair and Supervisor, District II)

Attachments: [Attachment I: Policy on Board Member Committee Assignments](#)
[Attachment II 2025 Committee Assignments By Type](#)
[Attachment III 2025 Committee Assignments Alphabetical](#)

- D.2 CONSIDER consent item previously removed.

- D.3 PUBLIC COMMENT (2 Minutes/Speaker)

- D.4 CONSIDER reports of Board members.

6. **ADJOURN in memory of President Jimmy Carter**

**Adjourn to the Reorganization Luncheon
Diablo Country Club
1700 Clubhouse Drive
Diablo, California 94528**

7. **CONSENT CALENDAR**

Airport

- C.1. ADOPT Resolution No. 2025-07 accepting as complete, the contracted [RES 2025-07](#) work performed by W.E. Lyons Construction Company, a California Corporation, for the Buchanan Airport Terminal Project as recommended by the Public Works Director. (No fiscal impact)

- C.2. APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with D&P Beech Aviation, LLC, for a north-facing hangar at Buchanan Field Airport effective December 18, 2024, in the monthly amount of \$380, Pacheco area. (100% Airport Enterprise Fund) [25-147](#)

Attachments: [Hangar Rental Agreement D&P Beech Aviation, LLC](#)

Animal Services

- C.3. RATIFY the Animal Services Director's execution of an interagency agreement with the San Ramon Valley Fire Protection District for dispatch services, to include additional reimbursable costs in the amount of \$50,000, for a new payment limit of \$2,650,000, and other minor changes to the previously approved agreement, effective January 1, 2025, through December 31, 2027. (34% General Fund, 58% Contract Cities, 8% Licenses and Fees) [25-49](#)

Board Standing Committees (referred items)

- C.4. APPROVE grant award recommendations for \$880,00 in Measure X funds to community providers to augment existing African American Wellness Services, as recommended by the Equity Committee. [25-50](#)

Attachments: [Measure X African American Wellness Services RFP - Applicant Summary with Recommended Awards](#)
[Project Summary and Descriptions of Recommended Awardees](#)

Clerk of the Board

- C.5. ADOPT Resolution No. 2025-02 recognizing Nick Bozych as the 2025 Business Person of the Year by the Lafayette Chamber, as recommended by Supervisor Andersen. [RES 2025-02](#)
- C.6. ADOPT Resolution No. 2025-03 declaring January 2025 as Positive Parenting Awareness Month in Contra Costa County, as recommended by Supervisor Scales-Preston. [RES 2025-03](#)
- C.7. ADOPT Resolution No. 2025-04 honoring Susan A. Dineley on the occasion of her retirement, as recommended by the Department of Information Technology Chief Information Officer. [RES 2025-04](#)
- C.8. ACCEPT the 2024 Advisory Body Annual Report for the Family and Children's Trust (FACT) Committee, as recommended by the Employment and Human Services Director. [25-51](#)

Attachments: [FACT - Advisory Body Annual Report 2024 FINAL 12.2.2024](#)

- C.9.** ACCEPT the 2024 Annual Report for the El Sobrante Municipal Advisory Council, as recommended by Supervisor Gioia. [25-52](#)
Attachments: [\(2024\) MAC Advisory Body Annual Report _esMAC](#)
- C.10.** ACCEPT the 2024 Annual Report for the East Richmond Heights Municipal Advisory Council, as recommended by Supervisor Gioia. [25-53](#)
Attachments: [\(2024\) ERHMAC Advisory Body Annual Report](#)
- C.11.** ACCEPT the 2024 Annual Report for the County Service Area P-5 Citizen Advisory Committee, as recommended by Supervisor Andersen. [25-54](#)
Attachments: [P5 - 2024 Annual Report](#)
- C.12.** ACCEPT the 2024 Annual Report by the Contra Costa County Emergency Medical Care Committee, as recommended by the Health Services Director. [25-55](#)
Attachments: [2024 Annual Report](#)
- C.13.** ACCEPT the 2024 Annual Report from the Contra Costa Commission for Women and Girls, as recommended by the County Administrator. [25-56](#)
Attachments: [CCCWG Annual Report 2024](#)
- C.14.** ACCEPT the 2024 Annual Report for the Iron Horse Corridor Management Program Advisory Committee, as recommended by the Public Works Director. [25-57](#)
Attachments: [2024 Annual Report IHC Advisory Committee](#)
- C.15.** ACCEPT the 2024 Annual Report for the County Service Area P-2B Citizen Advisory Committee, as recommended by Supervisor Andersen. [25-58](#)
Attachments: [P2B - 2024 Annual Report](#)
- C.16.** ACCEPT the 2024 Annual Report for the Alamo Municipal Advisory Council, as recommended by Supervisor Andersen. [25-59](#)
Attachments: [Alamo MAC - 2024 Annual Report](#)
- C.17.** ACCEPT the resignation of Jarrod Bollinger, DECLARE a vacancy in the District III Seat on the Fish & Wildlife Committee for a term ending February 28, 2026, and DIRECT the Clerk of the Board to post the vacancy. [25-60](#)
- C.18.** ACCEPT the resignation of Clifton Louie, DECLARE a vacancy in the District III Seat on the County Library Commission for a term ending June 30, 2026, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Burgis. [25-61](#)
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- C.19.** APPOINT Naomi Lewis-Mauricio, Alamo resident, to the Alternate Seat of the Alamo Police Services Advisory Committee for a term ending December 31, 2026, as recommended by Supervisor Andersen. [25-62](#)
- C.20.** APPOINT Chala Bonner to the Community Representative #1 – Contra Costa Racial Justice Coalition seat, Melvin Willis to the Community Representative #2 – Contra Costa Racial Justice Coalition seat, Ricky Godfrey to the Community Representative #3 – Lived Experience in Criminal or Juvenile Justice seat, Ronell Ellis to the Community Representative #4 – Lived Experience in Criminal or Juvenile Justice seat, Anthony Randolph to the Community Representative #5 – Justice-Involved Community-Based Organization seat, Shantell Owens to the Community Representative #6 – Justice-Involved Community-Based Organization seat, Cheryl Sudduth to the Community Representative #7 – Justice-Involved Youth Community-Based Organization seat, Gigi Crowder to the Community Representative #8 – Faith-Based Organization seat, Stephanie Medley to the Community Representative #9 – School-Aged Youth Community-Based Organization seat, Dr. Marya Wright to the Community Representative #10 – Behavioral Health Clinician seat and Naomi Mauricio to the Alternate Community Representative #1 – School-Aged Youth Community-Based Organization seat, with terms ending December 31, 2026, on the Racial Justice Oversight Body, as recommended by the Equity Committee. [25-63](#)
- Attachments:** [Bonner, Chala \(RJOB Application\) Redacted](#)
[Crowder, Gigi \(RJOB Application\) Redacted](#)
[Ellis, Ronell \(RJOB Application\) Redacted](#)
[Godfrey, Ricky \(RJOB Application\) Redacted](#)
[Lewis-Mauricio, Naomi \(RJOB Application\) Redacted](#)
[Medley, Stephanie \(RJOB Application\) Redacted](#)
[Owens, Shantell \(RJOB Application\) Redacted](#)
[Randolph, Anthony \(RJOB Application\) Redacted](#)
[Sudduth, Cheryl \(RJOB Application\) Redacted](#)
[Willis, Melvin \(RJOB Application\) Redacted](#)
[Wright, Marya \(RJOB Application\) Redacted](#)
[Racial Justice Oversight Body Seats \(2024 – current\)](#)
- C.21.** APPROVE Board meeting minutes for October, November and December 2024. [25-64](#)
- C.22.** REAPPOINT Linda Thuman to the Appointee 1 Seat, Ron Schmit to the Appointee 2 Seat, Paula Wherity to the Appointee 3 Seat, Dennis Lopez to the Appointee 4 Seat, and Mike Nisen to the Appointee 5 Seat on the Byron Municipal Advisory Council for terms ending December 31, 2028, as recommended by Supervisor Burgis. [25-65](#)

- C.23.** REAPPOINT Bob Mankin to the Appointee 2 seat on the CSA P-6 Discovery Bay Citizen Advisory Committee for a term ending December 31, 2026, as recommended by Supervisor Burgis. [25-66](#)
- C.24.** REAPPOINT Norman Cohen to the District 3 seat on the Countywide Bicycle Advisory Committee to a term expiring December 31, 2026, as recommended by Supervisor Burgis. [25-67](#)
- C.25.** REAPPOINT Kevin Romick to the Member 2 Alternate seat on Tri-Delta Transit Authority Board of Directors for a term ending December 31, 2026, as recommended by Supervisor Burgis. [25-68](#)
- C.26.** REAPPOINT Anthony Hodge to Seat 1, Deborah Drake to Seat 2, Lauren McCollins to Seat 3, Jeron Davis to Seat 4, and Barbara Vargen-Kotchevar to Seat 5 on the Rodeo Municipal Advisory Council for terms ending December 31, 2028, as recommended by Supervisor Scales-Preston. [25-69](#)
- C.27.** REAPPOINT Saima Shah to Seat 1; Eva Garcia to Seat 2; Lupe Lopez to Seat 3; Marcia Lessley to Seat 4; Debra Mason to Seat 5; Eduardo Torres to Seat 6 and Charles Tremaine to Seat 7 on the Bay Point Municipal Advisory Council for terms ending December 31, 2028, as recommended by Supervisor Scales-Preston. [25-70](#)

Conservation & Development

- C.28.** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Ambient Air, Inc., to increase the payment limit by \$450,000 to a new payment limit of \$1,050,000, with no change to the original term ending December 31, 2026, for the purchase or repair of additional heating and air conditioning equipment. (100% State and Federal Weatherization Program funds) [25-71](#)
- C.29.** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract and related indemnity agreement with the State of California, Employment Development Department, in an amount not to exceed \$3,451, to provide confidential employment and wage data to the County for the period December 1, 2024 through November 30, 2027. (100% Land Development Fund) [25-72](#)

County Administration

- C.30.** ADOPT administrative revisions to the Board of Retirement Regulations, as adopted by the Board of Retirement of the Contra Costa County Employees Retirement Association on December 11, 2024. [25-73](#)
- Attachments:** [CCCERA Board Regulations - Revised 12/11/24](#)
[CCCERA Board Regulations - Revised 12/11/24 \(redlined\)](#)
- C.31.** APPROVE and AUTHORIZE the County Administrator, or designee, to sign final Change Order #106 with W. E. Lyons Construction Co. in the amount of \$2,100,000 to settle all claims from the Buchanan Airport Terminal Project. (100% General Fund) [25-74](#)
- Attachments:** [Final Settlement Change Order \(2024-12-19\).pdf](#)
- C.32.** APPROVE a blanket purchase order for the West County Reentry, Treatment and Housing Project (WRTH) in an amount not to exceed \$3,000,000, and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the County Administrator, or designee, multiple purchase orders for furniture, fixtures and equipment necessary to complete the project. (100% General Fund Capital Reserves) [25-75](#)
- C.33.** APPROVE process for appointment to vacant office of Auditor-Controller, effective March 30, 2025 as recommended by the County Administrator. (100% General Fund) [25-76](#)
- Attachments:** [Bob Campbell Retirement Notice - 12.13.24](#)
- C.34.** ACCEPT the Audit Report and recommendations submitted by the Measure X Community Fiscal Oversight Committee, as recommended by the County Administrator. [25-77](#)
- Attachments:** [Attachment A Measure X Committee Report 4-1-21 to 6-30-24](#)
[Attachment B Measure X Audit Report FY2024](#)

County Counsel

- C.35.** APPROVE and AUTHORIZE the County Counsel, or designee, to execute on behalf of the County, a contract with Baker & O'Brien, Inc., in an amount not to exceed \$600,000 to provide refining industry analyses in connection with refinery property tax appeals, for the period January 1 through December 31, 2025, as recommended by the County Counsel. (100% General Fund) [25-78](#)

- C.36. APPROVE amended Conflict of Interest Code for the Central Contra Costa Sanitary District, including the List of Designated Positions, as recommended by County Counsel. [25-79](#)

Attachments: [Exhibit A - Conflict of Interest Code of the Central Contra Costa Sanitary District](#)
[Exhibit B - Conflict of Interest Code of the Central Contra Costa Sanitary District - REDLINED](#)

- C.37. APPROVE amended Conflict of Interest Code for the Walnut Creek School District, including the List of Designated Positions, as recommended by County Counsel. [25-80](#)

Attachments: [Exhibit A - Conflict of Interest Code of the Walnut Creek School District](#)
[Exhibit B - Conflict of Interest Code of the Walnut Creek School District - REDLINED](#)

Employment & Human Services

- C.38. ADOPT Resolution No. 2025-05 to APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue agreement with the State of California Department of Community Services and Development, in an amount not to exceed \$4,142,538 for the Low-Income Home Energy Assistance Program for the period November 1, 2024 through June 30, 2026. (100% Federal) [RES 2025-05](#)

- C.39. APPROVE Budget Amendment No. BDA-24-01068 authorizing an adjustment to Employment and Human Services Department (EHSD), Administrative Bureau (0501), Children and Family Services Bureau (0502), Aging and Adult Services Bureau (0503), Workforce Services Bureau (0504), In-Home Supportive Services Public Authority (0508), Workforce Development Board (0583) and Community Services Bureau (0588 and 0589) expenditure and revenue budgets as part of the EHSD's FY 2024/25 Budget Rebalance (Mid-Year Adjustment) as recommended by the Employment and Human Services Director. [25-81](#)

Attachments: [BDA-24-01068](#)

- C.40. APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Director, a purchase order and related agreement with SurveyMonkey Inc. in an amount not to exceed \$35,528 for the purchase of survey management software to provide survey capabilities for the department, for the period October 29, 2024 through October 28, 2026. (59% Federal, 35% State, 6% County General Fund) [25-82](#)

- C.41.** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an agreement with Central Coast Energy Services, Inc. in an amount not to exceed \$161,160 to provide software maintenance and support for the period July 1, 2024 through September 30, 2028. (100% Federal) [25-83](#)
- C.42.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Director, a purchase order with GoDaddy Media Temple Inc. in an amount not to exceed \$6,730 for the purchase of Sucuri website security platform, subject to an Enterprise Services Agreement, for the period January 1, 2025 through December 31, 2027. (54% Federal, 38% State, 8% County) [25-84](#)
- C.43.** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Fiscal Experts, Inc., dba Time Study Buddy to increase the payment limit by \$87,960 to a new payment limit not to exceed \$324,000 for maintenance of the online time study application software, with no change to the term through June 30, 2026. (54% Federal, 38% State, 8% County) [25-85](#)

Health Services

- C.44.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Alameda Health System for the provision of supervised field instruction for Contra Costa Regional Medical Center and Health Center medical residency students at Alameda Health System facilities for the period January 1, 2025 through December 31, 2030. (Non-financial agreement) [25-86](#)
- C.45.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with ARL Bio Pharma, Inc., in an amount not to exceed \$150,000 for the provision of analytical testing services for sterile and non-sterile drug preparations from the inpatient and outpatient pharmacies at Contra Costa Regional Medical Center for the period January 1, 2025 through December 31, 2025. (100% Hospital Enterprise Fund I) [25-87](#)
- C.46.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Mission Hills Eye Center Medical Associates, Inc. (dba Mission Hills Eye Center), in an amount not to exceed \$4,800,000 to provide ophthalmology and optometry services to Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-88](#)

- C.47.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Pleasant Hill Recreation and Park District in an amount not to exceed \$1,700 for the rental of a facility in the Pleasant Hill Community Center on August 20 and August 21, 2025 to provide training to staff members. (100% Environmental Health fees) [25-89](#)
- C.48.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bay Area Community Resources, Inc., to increase the payment limit by \$232,000 to an amount not to exceed \$532,000 for additional rapid re-housing services for individuals and families experiencing homelessness in Contra Costa County with no change in the term ending June 30, 2025. (56% Measure X Housing Funds; 30% Homeless Housing, Assistance and Prevention Grant; 14% Housing and Homelessness Incentive Program Grant) [25-90](#)
- C.49.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Compass Therapeutic Services, LLC, in an amount not to exceed \$480,000 to provide behavioral health treatment and applied behavioral analysis services to Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-91](#)
- C.50.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Diamond Ridge Post Acute LLC (dba Diamond Ridge Healthcare Center), in an amount not to exceed \$24,000,000 to provide skilled nursing facility services for Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-92](#)
- C.51.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Excell Post Acute LLC (dba Excell Health Care Center), in an amount not to exceed \$300,000 to provide skilled nursing facility services for Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-93](#)
- C.52.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Nova Care Home Health Services, Inc (dba Nova Health Care At Home), in an amount not to exceed \$300,000 to provide home health care services for Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-94](#)
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- C.53.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Shields Nursing Centers, Inc., in an amount not to exceed \$18,000,000 to provide skilled nursing care services for Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-95](#)
- C.54.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Language Line Services, Inc., to increase in the payment limit by \$3,000,000 to a new payment limit of \$9,810,000 to provide additional Federal and State-mandated interpretation and translation services and back-up telephonic services with no change in the term ending April 30, 2025. (100% Hospital Enterprise Fund I) [25-96](#)
- C.55.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Health Care Interpreter Network, to increase the payment limit by \$900,000 to an amount not to exceed \$4,277,500 to provide additional healthcare interpretation services through June 30, 2025. (100% Hospital Enterprise Fund I) [25-97](#)
- C.56.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Tampico Healthcare Center, LLC, in an amount not to exceed \$16,000,000 to provide skilled nursing facility services to Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2026. (100% Contra Costa Health Plan Enterprise Fund II) [25-98](#)
- C.57.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Exact Sciences Laboratories, LLC, in an amount not to exceed \$350,000 to provide outside diagnostic laboratory testing services including colorectal cancer screening for Contra Costa Health Plan members and County recipients for the period December 1, 2024 through November 30, 2026. (100% Contra Costa Health Plan Enterprise Fund II) [25-99](#)
- C.58.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Pinnacle Mental Wellness Group, A Family Counseling Community, Inc., in an amount not to exceed \$1,200,000 to provide behavioral health therapy services for Contra Costa Health Plan members and County recipients for the period January 1, 2025 through December 31, 2027. (100% Contra Costa Health Plan Enterprise Fund II) [25-100](#)

- C.59.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), to increase the payment limit by \$74,790 to an amount not to exceed \$3,017,580 for additional rapid rehousing and homeless prevention services for transition aged youth, adults, and families in Contra Costa County with no change in the term ending June 30, 2027. (97% Homeless Housing Assistance and Prevention Program; 3% Housing and Homelessness Incentive Program) [25-101](#)
- C.60.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Freedom Mobility Center, LLC, in an amount not to exceed \$2,400,000 to provide durable medical equipment services for custom wheelchairs to Contra Costa Health Plan members and County recipients for the period February 1, 2025 through January 31, 2028. (100% Contra Costa Health Plan Enterprise Fund II) [25-102](#)
- C.61.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County a contract with Ruth Schrager (dba Alameda Nutrition), in an amount not to exceed \$300,000 to provide dietician services for Contra Costa Health Plan members and County recipients for the period February 1, 2025 through January 31, 2028. (100% Contra Costa Health Plan Enterprise Fund II) [25-103](#)
- C.62.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with John Canlas Nutrition LLC, in an amount not to exceed \$300,000 to provide dietitian services for Contra Costa Health Plan members and County recipients for the period February 1, 2025 through January 31, 2028. (100% Contra Costa Health Plan Enterprise Fund II) [25-104](#)
- C.63.** APPROVE and AUTHORIZE the Health Services Director or designee, to execute a contract with the City of Richmond on behalf of its Fire Department, in an amount not to exceed \$229,462 to provide pre-hospital emergency medical first responder services within the City of Richmond for the period July 1, 2024 through June 30, 2025. (100% Measure H) [25-105](#)

- C.64.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bay Area Community Services, Inc., to increase the payment limit by \$1,718,200 to an amount not to exceed \$4,399,335 and extend the term through June 30, 2025 for additional rapid re-housing, homeless prevention and shallow subsidy services to individuals and families experiencing homelessness in Contra Costa County. (44% Measure X Housing Funds; 38% Homeless Housing, Assistance and Prevention Grant; 18% Housing and Homelessness Incentive Program Grant) [25-106](#)
- C.65.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Alameda Health System, for the provision of supervised field instruction for Alameda Health System medical residency students at Contra Costa Regional Medical Center and Health Centers for the period January 1, 2025 through December 31, 2030. (Non-financial agreement) [25-107](#)
- C.66.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Illumina, Inc., in an amount not to exceed \$46,165 for preventative maintenance services on the Illumina MiSeq instrument for the period from June 23, 2024 through June 22, 2027. (100% Public Health Laboratory fees) [25-108](#)
- C.67.** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept an award from the U.S. Department of Health and Human Services Administration for the Children and Families, Family and Youth Services Bureau, to pay County an amount not to exceed \$250,000 for the Transitional Living Program for runaway and homeless youth in Contra Costa County for the period September 30, 2024 through September 29, 2025. (\$27,777 County match) [25-109](#)
- C.68.** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with California Department of Housing and Community Development, to pay County an amount not to exceed \$5,708,517 to provide homeless outreach services, interim shelter, and permanent supportive housing for encampment residents through the Encampment Resolution Fund in the City of San Pablo effective upon grantor's execution of the agreement through April 15, 2029. (No County match) [25-110](#)
- C.69.** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount not to exceed \$24,641 to Public Health Foundation Enterprises, Inc. (dba Heluna Health) for contract staff services provided for the Health Ambassador program during the period of August 1, 2024 through September 30, 2024. (89% EHSD Workforce Development Grant, 11% County General Fund) [25-111](#)

- C.70.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Computacenter United States Inc. in an amount not to exceed \$331,217 to purchase Dell PowerEdge Servers, hardware, and software support and maintenance services effective the date the hardware arrives and for five years thereafter. (100% Hospital Enterprise Fund I) [25-112](#)
- C.71.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Getty Images (US), Inc. in an amount not to exceed \$6,000, and ACCEPT iStock Content License Agreement for a subscription to purchase images used for videos, flyers, posters and other communications during the period from February 1, 2025 through March 31, 2028. (100% Hospital Enterprise Fund I) [25-113](#)
- C.72.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with R-Computer, Inc. in an amount not to exceed \$5,500,000 for the purchase of custom computers, monitors, scanners, laptops, and other hardware parts for the period from February 1, 2025 through June 30, 2029. (100% Hospital Enterprise Fund I) [25-114](#)
- C.73.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with VelocityEHS, Inc. in an amount not to exceed \$13,000 and a Master Subscription and Services Agreement for access to an electronic chemical safety database, from October 30, 2024 through October 29, 2026. (100% Hospital Enterprise Fund I) [25-115](#)
- C.74.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a one-time purchase order with GE Precision Healthcare LLC in an amount not to exceed \$567,048, and related agreement for the purchase of a radiography and fluoroscopy system. (100% Hospital Enterprise Fund I) [25-116](#)
- C.75.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order amendment with Cardinal Health 110, LLC to increase the payment limit by \$133,000 to an amount not to exceed \$489,000 for the purchase of reagents, blood culture bottles, and other products as needed for Contra Costa Regional Medical Center with no change to the original term ending June 30, 2025. (100% Hospital Enterprise Fund I) [25-117](#)

- C.76.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a blanket purchase order with CDW Government LLC in an amount not to exceed \$250,000 and Letter of Participation for the purchase of workstations, equipment, and related accessories at Contra Costa Regional Medical Center and Health Centers for the period January 1, 2025 through December 31, 2027. (100% Hospital Enterprise Fund I) [25-118](#)
- C.77.** APPROVE the new medical staff, allied health, and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and resignations as recommended by the Medical Staff Executive Committee at their December 23, 2024 meeting, and by the Health Services Director. (No fiscal impact) [25-119](#)
- Attachments:** December 2024 List
- C.78.** APPROVE the list of providers recommended by Contra Costa Health Plan's Medical Director and the Health Services Director as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services. (No fiscal impact) [25-120](#)
- Attachments:** November 1, 14, 15, and 27, 2024 Provider Lists
- C.79.** ACCEPT the annual Industrial Safety Ordinance Report for 2024, as recommended by the Health Services Director. (No fiscal impact) [25-121](#)
- Attachments:** [ISO Report](#)
- C.80.** ACCEPT the West Contra Costa Healthcare District Annual 2023-24 Financial Audit and the West Contra Costa Healthcare District Annual 2023-24 Successor Retirement Plan audit, as completed by JWT & Associates and recommended by the Health Services Director. (No fiscal impact) [25-122](#)
- Attachments:** [WCCHD Audited Financial Statement](#)
[WCCHD Pension Plan Audited Financial Statement](#)
- C.81.** CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999, and most recently approved by the Board on November 5, 2024 regarding the issue of homelessness in Contra Costa County, as recommended by the Health Services Director. (No fiscal impact) [25-123](#)

Human Resources

- C.82.** ADOPT Position Adjustment Resolution No. 26384 to add one (1) Administrative Services Assistant III (represented) position in the Office of Racial Equity and Social Justice (100% Measure X). [25-163](#)
- Attachments:** [P300 - ORESJ Hires 12.24](#)

- C.83.** ADOPT Resolution No. 2025-08 directing the Human Resources Director to reallocate and maintain job classifications on the Salary Schedule to be in alignment with annual State of California Minimum Wage for Health Care Workers per Senate Bill 525 in future years; and ADOPT Personnel Resolution No. 26393 authorizing the Human Resources Director to reallocate the classifications of Student Intern Level I (998A), plan and grade FS5/0101, from a 3-step salary range to a 1-step rate of \$3,650.165 and reallocate Student Intern Level II (998B) plan and grade FS5/0102 from a 5-step salary range to a 3-step salary range of \$3,650.165 - \$4,024.307. [RES 2025-08](#)

Attachments: [Position Resolution No. 26393 Reallocate Health Care Worker 01.14.2025 BOS Agenda Item - Health Care Worker Minimum Wage Salary Scale](#)

Information and Technology

- C.84.** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with EKC Enterprises, Inc. to extend the term through April 30, 2025 with no increase in payment limit, to continue to provide installation and maintenance of telecommunications cabling on an as-needed basis. (100% User Departments) [25-153](#)
- C.85.** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Chief Information Officer, to execute a purchase order with Sirius Computer Solutions, LLC (a CDW Company), an IBM reseller, for the purchase of IBM Service Extension for z/OS Software, subject to the terms and conditions of Sirius and the IBM Customer Agreement, in an amount not to exceed \$25,000, for the period of October 1, 2024, through September 30, 2025. (100% User Departments) [25-154](#)
- C.86.** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Chief Information Officer, to execute (1) a purchase order with General DataTech, L.P. (GDT) in the amount of \$900,000, and (2) for a Statement of Work and End User Agreement with Pure Storage, Inc. for the purchase and installation of Pure Storage server hardware and support, effective December 17, 2024. (100% General Fund) [25-155](#)

Library

- C.87.** APPROVE and AUTHORIZE the County Librarian, or designee, to execute an order form with BiblioCommons, Inc., under the existing Master Services Agreement dated January 1, 2019, in an amount not to exceed \$228,482 to provide the Library's website subscription renewal, support, and maintenance for the period of January 1 through December 31, 2025. (100% Library Fund) [25-124](#)

- C.88.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Califa Group in an amount not to exceed \$42,998 for the renewal of Pro-Quest's O'Reilly for Public Libraries subscription, for the period February 1, 2025 through January 31, 2026. (100% Library Fund) [25-125](#)
- C.89.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Cleverbridge, Inc., in an amount not to exceed \$14,364 for the renewal of Lansweeper Pro subscriptions, a device management software, for the period October 22, 2024 through October 21, 2027. (100% Library Fund) [25-126](#)
- C.90.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with OrangeBoy, Inc., in an amount not to exceed \$25,165 for the renewal of the Savannah subscription bundle, a community engagement platform, for the period November 1, 2024 through November 1, 2025. (100% Library Fund) [25-127](#)
- C.91.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Assabet Interactive, LLC, in an amount not to exceed \$2,400 for the renewal of the Meeting & Study Room Booking Module subscription, for the period January 1 through December 31, 2025. (100% Library Fund) [25-128](#)
- C.92.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Rogue Services and Solutions, Inc. (dba hubley), in an amount not to exceed \$19,884 for the renewal of hubley GREEN, an intranet solution, for the period April 1, 2025 through March 31, 2026. (100% Library Fund) [25-129](#)

Office of Racial Equity and Social Justice

- C.93.** RATIFY approval for the Office of Racial Equity and Social Justice to host a community celebration at Los Medanos College held December 4, 2024, with a total cost of \$17,957.35, pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities), including exceptions to Administrative Bulletin No. 614 (Food and Beverage Policy), the County Procurement Card Policy and ratification of a rental agreement with the Los Medanos College District for the event venue. (100% Measure X) [25-130](#)

Attachments: [ORESJ Event Expenditures](#)
[ORESJ Community Celebration, County Sponsored Event Request Form](#)
[ORESJ Los Medanos Community Celebration, Los Medanos College District Facility Use Agreement](#)

- C.94.** APPROVE and AUTHORIZE the Office of Racial Equity and Social Justice (ORESJ) Co-Directors, or designee, to execute a contract with the East Bay Community Foundation in an amount not to exceed \$120,000 to administer the management and monitoring of \$880,000 in service contracts to increase African-American holistic wellness and support in Contra Costa County for the period of January 15, 2025 through March 31, 2026, as recommended by the Equity Committee. (100% Measure X Funds) [25-131](#)

Probation/Reentry and Justice

- C.95.** APPROVE Budget Amendment No. BDA-24-00767 authorizing the transfer of appropriations in the amount of \$108,931 from Probation Programs (0308) to Public Works - Fleet Operations (0063) for the purchase of one sprinter van for Post-Release Community Supervision. (100% State) [25-132](#)

Attachments: [BDA-24-00767.pdf](#)

Public Works

- C.96.** ADOPT Resolution No. 2025-06 approving and authorizing the Public Works Director, or designee, to fully close a portion of Arlington Court, between Arlington Avenue and Norwood Avenue, on January 16, 2025, from 7:00 a.m. through 5:00 p.m., for the purpose of replacing a utility pole, Kensington area. (No fiscal impact) [RES 2025-06](#)

- C.97.** ADOPT Traffic Resolution No. 2025/4545 to prohibit stopping, standing, or parking between 7:00 a.m. and 4:00 p.m. (school days), on a portion of Hemme Avenue, as recommended by the Public Works Director, Alamo area. (No fiscal impact) [25-133](#)

Attachments: [Traffic Resolution No. 2025/4545](#)

- C.98.** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Funding Agreement between Contra Costa County and the East Bay Regional Park District for the design and construction of the Clark Road Resurfacing Project, El Sobrante area. (33% East Bay Regional Park District Funds and 67% Local Road Funds) [25-134](#)

Attachments: [Funding Agreement, Clark Rd Resurfacing - EBRPD](#)

- C.99.** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Got Power, Inc., effective January 1, 2025, to increase the payment limit by \$1,000,000 to a new payment limit of \$2,250,000, update the rate sheet, and extend the term through January 31, 2026, for on-call generator maintenance and repair services at various County sites and facilities, Countywide. (100% General Fund) [25-135](#)

- C.100.** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Charles Kopp Inc., effective January 1, 2025, to increase the payment limit by \$1,000,000 to a new payment limit of \$3,250,000, update the rate sheet, and extend the term through January 31, 2027, for on-call electrical services at various County sites and facilities, Countywide. (100% General Fund) [25-136](#)
- C.101.** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Timothy A. Bulyszyn, effective December 31, 2024, to increase the payment limit by \$200,000 to a new payment limit of \$400,000 and extend the term through December 31, 2026, for on-call exterior pressure washing services at various County sites and facilities, Countywide. (100% General Fund) [25-137](#)
- C.102.** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Jon K. Takata Corporation, effective February 4, 2025, to increase the payment limit by \$6,000,000 to a new payment limit of \$10,000,000 and extend the term through September 30, 2026, for on-call restoration services at various County sites and facilities, Countywide. (100% General Fund) [25-138](#)
- C.103.** APPROVE and AUTHORIZE the Public Works director, or designee, to execute a contract with East Bay Tire Company in an amount not to exceed \$500,000, to provide mobile roadside tire repair services, exchange, and installation for the period of January 14, 2025 through December 31, 2028, Countywide. (100% Fleet Internal Service Fund) [25-139](#)
- C.104.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the County, a Rider to Addendum for the Fuel Card Services Agreement with WEX Bank, in an amount not to exceed \$4,000,000, for a Fleet Payment System to pay, manage, reconcile, and report statewide fuel purchases and fleet-related online services for the State's Fleet Card Program, Countywide. (100% Fleet Internal Service Fund) [25-140](#)
- Attachments:** [Fleet Payment System MSA No. 5-19-99-19 Exhibits A - G Final - WEX Contra Costa Rider - 12 9 24](#)
- C.105.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the County, a purchase order amendment with Dugmore & Duncan, Inc., to increase the payment limit by \$801,000 to a new payment limit of \$1,000,000 and extend the term through December 10, 2029, for locks and door hardware as needed by the Public Works Facilities Division, under the terms of a State of California Multiple Award Schedule Contract, Countywide. (100% General Fund) [25-141](#)
- Attachments:** [Dugmore and Duncan - Extension](#)

- C.106.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with National Trench Safety, Inc., in an amount not to exceed \$500,000, for the purchase of trench plates, K-rails, and railroad spikes for road and flood control maintenance work, for the period of January 14, 2025 through January 13, 2028, Countywide. (100% Local Road and Flood Control District Funds) [25-142](#)
- C.107.** APPROVE clarification to the Board's December 3, 2024 approval (Item C.131) of a Terms of Use Agreement and a purchase order with Hewlett Packard Enterprise in an amount not to exceed \$35,981 for a three-year warranty and support for a Nimble Storage Solution, clarifying that the term is September 19, 2024 through September 18, 2027, Countywide. (100% Various Road, Flood Control, and Special District Funds) [25-143](#)

Risk Management

- C.108.** DENY claims filed by CSAA o/b/o Jasmine Jack; Nicolas Bravo; Patricia Bynum; Charles Michael Johnson III; Helen J. Jones; Zack Kheir; and Subro Claims Insurance, o/b/o Geico Insurance Ashanti Ateasha Nichell Smith. DENY late claims filed by Praveen Gupta; M.Breen, A. Gonzalez, G. Breen-Gonzalez, E. Gonzalez Breen. [25-144](#)

Sheriff

- C.109.** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Sheriff-Coroner, a purchase order with AT&T, Corp., a third-party vendor of Cisco Systems, Inc., in an amount not to exceed \$355,641, for catalyst routers, switches and associated software and support, and agree to the AT&T Business Services Guide terms, for the term August 1, 2024 through July 31, 2029. (96% Federal Grant, 4% General Fund) [25-145](#)

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

www.contracosta.ca.gov

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or

contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board member within the previous 12 months are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

BOARD OF SUPERVISORS STANDING COMMITTEES

For more information please visit the Board of Supervisors Standing Committees page here:
<https://www.contracosta.ca.gov/8633/Board-of-Supervisors-Standing-Committees>

Airport Committee: TBD

Economic Development Committee: TBD

Equity Committee: TBD

Family and Human Services Committee: TBD

Finance Committee: TBD

Head Start Advisory Committee: TBD

Internal Operations Committee: TBD

Legislation Committee: TBD

Los Medanos Healthcare Operations Committee: TBD

Public Protection Committee: TBD

Resilient Shoreline Committee: TBD

Sustainability Committee: TBD

Transportation, Water and Infrastructure Committee: TBD

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-01

Agenda Date: 1/14/2025

Agenda #: D.1.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: BOARD MEMBER ASSIGNMENTS TO 2025 BOARD COMMITTEES, SPECIAL COUNTY COMMITTEES, AND REGIONAL ORGANIZATIONS

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

1. ACKNOWLEDGE that the Board of Supervisors adopted a policy on Board Member Committee Assignments on March 21, 2000.
2. ACKNOWLEDGE that adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made.
3. ADOPT Resolution appointing Board members and other individuals to serve on Board committees, special county committees, and regional boards/ committees/ commissions for 2025, some of which include additional compensation in the form of stipends.
4. INDICATE that this Resolution supersedes in its entirety Resolution No. 2024/01, which was adopted by the Board of Supervisors on January 9, 2024.
5. RESOLVE that Board Members as named are APPOINTED to serve on Board committees, special county committees and regional boards/ committees/ commissions as specified on Attachment II as Internal Standing Committees (Type I), Other Internal Committees, (Type II), Regional Bodies (Type III), Special/Restricted Seats (Type IV), and Ad Hoc Committees (Type V).
6. DIRECT staff to post on the County website a single Fair Political Practices Commission (FPPC) Form 806, which lists all the paid appointed positions on committees, boards, or commissions for members of the Board of Supervisors. When there is a change in compensation or a new appointment, DIRECT staff to update the Form 806 to reflect the change. The form must be updated promptly as changes occur.
7. AUTHORIZE the Chair of the Board to designate one or more members of the Board of Supervisors as delegates from Contra Costa County to the National Association of Counties (NACo) Legislative Meeting to be held on March 1-4, 2025 in Washington, D.C. and to the NACo Annual Conference to be held July 11-14, 2025 in Philadelphia, Pennsylvania.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

Each year when the Board of Supervisors reorganizes, the incoming Chair reviews and makes recommendations to the Board on committee assignments. The annual review of committee assignments is governed by a policy (Attachment I) adopted by the Board in March 2000.

Transmitted in this staff report and its attachments are the Chair's recommendation for 2025. These recommendations (Attachment II, sorted by committee type and, Attachment III, sorted alphabetically) seek to provide policy oversight for all major County functional areas, balance the workload of the Supervisors, and consider some of the extracurricular responsibilities and appointments of the Supervisors on regional and other bodies.

Seat terms for appointments for which the term was either unspecified by the body or left to the discretion of the Board of Supervisors are recommended to be designated as "Unspecified" and reviewed at the discretion of the Board Chair.

FPPC Form 806

In April 2012, the Fair Political Practices Commission (FPPC) adopted Regulation 18705.5, which permits a Supervisor to vote on his/her own appointment to a body or board paying a salary or stipend for service if all of the following conditions are met:

1. The appointment is to a committee, board, or commission of a public agency, a special district, a joint powers agency or authority, or a metropolitan planning organization; and
2. State law, a local ordinance, or a joint powers agreement requires the Board to appoint; and
3. The Board adopts and posts on its website, a list of each appointed position for which compensation is paid, the salary or stipend for the position, the name of the appointee, the name of the alternate, if any, and the term of the appointment.

Form 806 is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. Each agency must post on its website a single Form 806, listing all of the paid appointed positions. When there is a change in compensation or a new appointment, the Form 806 is updated to reflect the change. The form must be updated promptly as changes occur.

Staff of the County Administrator's Office has prepared the Form 806 and has posted it to the County's website. Staff will update the form after the Board of Supervisors acts to adopt the Master List of Board Member Committee Assignments for 2025.

CONSEQUENCE OF NEGATIVE ACTION:

Unless the Board of Supervisors acts to adopt a Master List of appointments to committees, special county committees, and regional boards/committees/commissions, there is no official roster of Board member

appointments to these bodies.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF DESIGNATING BOARD MEMBER ASSIGNMENTS TO 2025 BOARD COMMITTEES, SPECIAL COUNTY COMMITTEES, AND REGIONAL ORGANIZATIONS

WHEREAS each year when the Board of Supervisors reorganizes, the incoming Chair reviews and makes recommendations to the Board on committee assignments. The annual review of committee assignments is governed by a policy adopted by the Board of Supervisors in March 2000 (see Attachment I); and

WHEREAS these appointments seek to provide policy oversight for all major County functional areas, balance the workload of the Supervisors, as well as consider some of the time-intensive responsibilities and appointments of the Supervisors on regional bodies; and

WHEREAS these appointments attempt to maintain, to the extent possible, continuity on Board standing committees to facilitate recommendations on many very complex policy issues currently on referral to those committees; and

WHEREAS after a period of inactivity of a committee or body, it is advisable to remove it from the list of Board committee assignments; and

WHEREAS adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made; and

WHEREAS, after any new appointments or reappointments are made, when there is a change in compensation for any appointment, or where there is a change in the number of meetings of the board or committee to which an appointment is made, the Fair Political Practices Commission requires the County to update and post on the County's website the County's Report of Public Official Appointments, Form 806.

NOW, THEREFORE, THE BOARD OF SUPERVISORS RESOLVES TO:

1. APPOINT the Board members and other individuals to serve on Board committees, special county committees and regional boards / committees / commissions as specified in the Master List (see Attachment II) as Type I for Board Standing Committees, Type II for Other Internal Committees, Type III for Regional Bodies, Type IV for Special/Restricted seats, and Type V for Board Ad Hoc Committees.
2. INDICATE that this Resolution supersedes in its entirety Resolution No 2024/01, which was adopted by the Board of Supervisors on January 9, 2024.
3. UPDATE the County's Report of Public Official Appointments, Form 806, to reflect the appointments on the adopted Master List for 2025 and post it on the County's website.

**BOARD OF SUPERVISORS POLICY ON
BOARD MEMBER COMMITTEE ASSIGNMENTS**

Adopted on March 21, 2000

1. Board Committee appointments shall be categorized in accordance with the following descriptions and delineated as on the attached listing:
 - a) **Internal appointments** that are subject to the annual reorganization process and to which the incoming Chair of the Board of Supervisors makes nominations to be approved by the Board of Supervisors. Ad Hoc committees of the Board also fall under this category.
 - b) **Regional appointments** that are not subject to the annual reorganization process and to which the Chair of the Board of Supervisors makes nominations to fill vacancies, as they occur, in accordance with the agency's terms and by-laws, and which nominations shall be approved by the Board of Supervisors.
 - c) **Special Case/Restricted appointments**, for which the specific assignments are dictated or are in some way restricted by statute or county ordinance, or for which the term of the appointment makes it impractical for it to be considered along with the other annual assignments e.g., a term that runs from July to June. Restrictions might include, for example, that a committee member represent a certain district, be the Chair of the Board, or vest in the Chair of the Board the authority to appoint an alternate.

The Chair of the Board of Supervisors shall make nominations to these appointments to fill vacancies, as they occur, subject to any legislated restrictions, and which nominations shall be approved by the Board of Supervisors.

2. Notwithstanding Paragraph 1 of this policy and as allowed by law, the Board of Supervisors maintains its right to nominate, reconsider and change appointments at any time, irrespective of the term of an appointment.
3. All nominations approved by the Board of Supervisors shall be incorporated in three attachments to an annually adopted Master Resolution covering committee appointments from all three categories: Internal, Regional and Special Case/Restricted. For administrative ease, the Master Resolution shall be amended and re-adopted from time to time as terms expire or if new appointments are made. The Master Resolution shall always reflect the complete roster of Board member appointments and shall be available to the public.

ATTACHMENT II
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted By Type)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
I	Airport Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Airport Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Economic Development Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Economic Development Committee, Vice Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Equity Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Equity Committee, Vice-Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Family & Human Services Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Family & Human Services Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
I	Finance Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Finance Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Head Start Committee, Chair	John Gioia	12/31/2025	NO STIPEND
I	Head Start Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Internal Operations Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Internal Operations Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Legislation Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Legislation Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Los Medanos Healthcare Operations Committee, Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Los Medanos Healthcare Operations Committee, Vice Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Public Protection, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Public Protection, Vice Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Resilient Shoreline Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Resilient Shoreline Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
I	Sustainability Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Sustainability Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority	Mike Casten	12/31/2025	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority, Alternate	Elise Warren	12/31/2025	NO STIPEND
II	California Identification System Remote Access Network Board (Cal-ID RAN Board)	Ken Carlson	12/31/2026	2 year terms NO STIPEND
II	Central Contra Costa Solid Waste Authority	Candace Andersen	Unspecified	STIPEND of \$50/meeting; max of 2 paid/month
II	Central Contra Costa Solid Waste Authority	Ken Carlson	Unspecified	STIPEND of \$50/meeting; max of 2 paid/month
II	Contra Costa Family Justice Alliance	Diane Burgis	9/14/2028	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee - Chair	Candace Andersen	12/31/2025	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee - Vice-Chair	Diane Burgis	12/31/2025	NO STIPEND
II	Dougherty Valley Oversight Committee	Candace Andersen	12/31/2025	NO STIPEND
II	Dougherty Valley Oversight Committee	Diane Burgis	12/31/2025	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board	Ken Carlson	12/31/2025	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board, Alternate	Candace Andersen	12/31/2025	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board	Diane Burgis	12/31/2025	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority	Diane Burgis	12/31/2025	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	East County Water Management Association	Diane Burgis	12/31/2025	STIPEND of \$170/meeting; max 6 per month
II	East County Water Management Association, Alternate	Shanelle Scales-Preston	12/31/2025	STIPEND of \$170/meeting; max 6 per month
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Shanelle Scales-Preston	12/31/2026	2 year terms NO STIPEND
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Diane Burgis	12/31/2026	2 year terms NO STIPEND
II	First 5 Children and Families Commission Alternate Member	Candace Andersen	Unspecified	NO STIPEND
II	First 5 Children and Families Commission Member	Shanelle Scales-Preston	Unspecified	NO STIPEND
II	Hazardous Waste Management Facility Allocation Committee	John Gioia	Unspecified	STIPEND of \$150 per meeting.
II	Hazardous Waste Management Facility Allocation Committee, Alternate	Ken Carlson	Unspecified	STIPEND of \$150 per meeting.
II	Juvenile Justice Coordinating Council	Shanelle Scales-Preston	Unspecified	NO STIPEND
II	Kensington Solid Waste Committee Alternate	Robert Rogers	12/31/2025	NO STIPEND
II	Kensington Solid Waste Committee Member	John Gioia	12/31/2025	NO STIPEND
II	Medical Services Joint Conference Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments, Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**

ATTACHMENT II
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted By Type)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
II	Medical Services Joint Conference Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee	John Gioia	12/31/2025	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Pleasant Hill BART (Bay Area Rapid Transit)/Contra Costa Centre Joint Powers Authority Board of Trustees	Ken Carlson	Unspecified	NO STIPEND
II	Pleasant Hill BART (Bay Area Rapid Transit)/Contra Costa Centre Joint Powers Authority Board of Trustees	Candace Andersen	Unspecified	NO STIPEND
II	Southwest Area Transportation Committee (SWAT)	Candace Andersen	12/31/2026	2 year term NO STIPEND
II	Southwest Area Transportation Committee (SWAT), Alternate	Ken Carlson	12/31/2026	2 year term NO STIPEND
II	State Route 4 Bypass Authority	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	State Route 4 Bypass Authority, Alternate	Diane Burgis	12/31/2025	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency)	Candace Andersen	12/31/2025	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency), Alternate	Jennifer Quallick	12/31/2025	NO STIPEND
II	TRANSPAC (Central County Transportation Partnership and Cooperation)	Ken Carlson	12/31/2026	2 year term NO STIPEND
II	TRANSPAC, Alternate	Candace Andersen	12/31/2026	2 year term NO STIPEND
II	TRANSPAC (East County Transportation Planning)	Diane Burgis	12/31/2026	2 year terms NO STIPEND
II	TRANSPAC, Alternate	Shanelle Scales-Preston	12/31/2026	2 year terms NO STIPEND
II	Tri-Valley Transportation Council	Candace Andersen	12/31/2025	STIPEND of \$100 per meeting
II	Urban Counties of California	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Urban Counties of California, Alternate	John Gioia	12/31/2025	NO STIPEND
II	WCCTAC (West County Transportation Advisory Committee)	John Gioia	12/31/2025	1 year term NO STIPEND
II	WCCTAC, Alternate	Shanelle Scales-Preston	12/31/2025	1 year term NO STIPEND
II	West Contra Costa Integrated Waste Management Authority	John Gioia	Unspecified	STIPEND of \$50 per meeting.
II	West Contra Costa Integrated Waste Management Authority, Alternate	Shanelle Scales-Preston	Unspecified	STIPEND of \$50 per meeting.
III	Bay Area Air Quality Management District Board of Directors	John Gioia	6/17/2029	4 year terms Per diem of \$100/meeting + travel exp; max \$6,000
III	Bay Area Air Quality Management District Board of Directors	Ken Carlson	1/9/2027	4 year terms Per diem of \$100/meeting + travel exp; max \$6,000
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors	Candace Andersen	5/1/2027	2 year terms STIPEND of \$100 per meeting; up to \$200 month
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors, Alternate	Ken Carlson	5/1/2027	2 year terms STIPEND of \$100 per meeting; up to \$200 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 1)	Diane Burgis	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 2)	Ken Carlson	1/31/2026	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 1)	Candace Andersen	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 2)	John Gioia	1/31/2026	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Second Alternate (Seat 1)	Shanelle Scales-Preston	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Third Alternate (Seat 1)	John Gioia	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	East Bay Economic Development Alliance (EB EDA) Representative	Candace Andersen	12/31/2025	NO STIPEND
III	East Bay Economic Development Alliance (EB EDA) Representative, Alternate	Diane Burgis	12/31/2025	NO STIPEND
III	Green Empowerment Zone Governing Board	John Gioia	2/28/2027	2 year terms NO STIPEND
III	Green Empowerment Zone Governing Board, Alternate	Diane Burgis	2/28/2027	2 year terms NO STIPEND
III	Local Agency Formation Commission	Candace Andersen	5/2/2026	4 year terms STIPEND of \$150 per meeting.
III	Local Agency Formation Commission	Diane Burgis	5/2/2026	4 year terms STIPEND of \$150 per meeting.
III	Local Agency Formation Commission, Alternate	Shanelle Scales-Preston	5/6/2028	4 year terms STIPEND of \$150 per meeting.
III	Marin Energy Authority (MCE) Board of Directors	Shanelle Scales-Preston	Unspecified	unspecified seat terms NO STIPEND
III	Marin Energy Authority (MCE) Board of Directors, Alternate	John Gioia	Unspecified	unspecified seat terms NO STIPEND
III	Metropolitan Transportation Commission	Candace Andersen	2/1/2027	4 year terms STIPEND of \$100/meeting; up to \$500/month per agency
III	Regional Impact Council, All-Home, Member	Diane Burgis	Unspecified	NO STIPEND
III	Tri Delta Transit Authority, Board of Directors (Seat 1)	Shanelle Scales-Preston	12/31/2028	2 year term STIPEND of \$100/month
III	Tri Delta Transit Authority, Board of Directors (Seat 2)	Diane Burgis	12/31/2025	STIPEND of \$100/month
III	West Contra Costa Healthcare District Finance Committee, Chair	John Gioia	Unspecified	NO STIPEND
III	West Contra Costa Healthcare District Finance Committee, Vice Chair	Shanelle Scales-Preston	Unspecified	NO STIPEND
IV	Association of Bay Area Governments (ABAG) Executive Board (Seat 1)	Ken Carlson	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board (Seat 2)	Shanelle Scales-Preston	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board, Alternate 1	Diane Burgis	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board, Alternate 2	John Gioia	6/30/2026	4 year terms STIPEND of \$150 per meeting.

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments, Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**

ATTACHMENT II
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted By Type)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
IV	Association of Bay Area Governments (ABAG) Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee	Candace Andersen	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, First Alternate	Ken Carlson	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) General Assembly	Ken Carlson	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) General Assembly, Alternate	Diane Burgis	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) Regional Planning Committee	Ken Carlson	Unspecified	NO STIPEND
IV	Bay Conservation & Development Commission	John Gioia	Unspecified	STIPEND of \$150 per meeting.
IV	Bay Conservation & Development Commission, Alternate	Shanelle Scales-Preston	Unspecified	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Behavioral Health Commission	Ken Carlson	12/31/2027	3 year terms NO STIPEND
IV	Behavioral Health Commission, Alternate	Candace Andersen	12/31/2027	3 year terms NO STIPEND
IV	California State Association of Counties (CSAC) Board of Directors	John Gioia	11/29/2025	1 year term NO STIPEND
IV	California State Association of Counties (CSAC) Board of Directors, Alternate	Diane Burgis	11/29/2025	1 year term NO STIPEND
IV	Contra Costa County Employees Retirement Association (CCCERA) Board of Trustees	Candace Andersen	6/30/2026	3 year terms STIPEND of \$100 per meeting.
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Shanelle Scales-Preston	Unspecified	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Delta Diablo Board, Alternate	Ken Carlson	12/31/2025	NO STIPEND
IV	Delta Diablo Governing Board	Shanelle Scales-Preston	12/31/2025	NO STIPEND
IV	Delta Protection Commission	Diane Burgis	12/31/2027	3 year term NO STIPEND
IV	Delta Protection Commission, Alternate	Shanelle Scales-Preston	12/31/2027	3 year term NO STIPEND
IV	Law Library Board of Trustees	Nolan Armstrong	12/31/2025	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board	Shanelle Scales-Preston	Unspecified	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board, Alternate	Diane Burgis	Unspecified	NO STIPEND
V	Illegal Dumping Ad Hoc Committee, Chair	Diane Burgis	Unspecified	NO STIPEND
V	Illegal Dumping Ad Hoc Committee, Vice Chair	Shanelle Scales-Preston	Unspecified	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee, Chair	John Gioia	Unspecified	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee, Vice Chair	Candace Andersen	Unspecified	NO STIPEND

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments, Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**

ATTACHMENT III
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted Alphabetically)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
I	Airport Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Airport Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
IV	Association of Bay Area Governments (ABAG) Executive Board (Seat 1)	Ken Carlson	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board (Seat 2)	Shanelle Scales-Preston	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board, Alternate 1	Diane Burgis	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Executive Board, Alternate 2	John Gioia	6/30/2026	4 year terms STIPEND of \$150 per meeting.
IV	Association of Bay Area Governments (ABAG) Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee	Candace Andersen	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, First Alternate	Ken Carlson	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) General Assembly	Ken Carlson	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) General Assembly, Alternate	Diane Burgis	12/31/2025	4 year terms NO STIPEND
IV	Association of Bay Area Governments (ABAG) Regional Planning Committee	Ken Carlson	Unspecified	NO STIPEND
III	Bay Area Air Quality Management District Board of Directors	John Gioia	6/17/2029	4 year terms Per diem of \$100/meeting + travel exp; max \$6,000
III	Bay Area Air Quality Management District Board of Directors	Ken Carlson	1/9/2027	4 year terms Per diem of \$100/meeting + travel exp; max \$6,000
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority	Mike Casten	12/31/2025	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority, Alternate	Elise Warren	12/31/2025	NO STIPEND
IV	Bay Conservation & Development Commission	John Gioia	Unspecified	STIPEND of \$150 per meeting.
IV	Bay Conservation & Development Commission, Alternate	Shanelle Scales-Preston	Unspecified	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Behavioral Health Commission	Ken Carlson	12/31/2027	3 year terms NO STIPEND
IV	Behavioral Health Commission, Alternate	Candace Andersen	12/31/2027	3 year terms NO STIPEND
II	California Identification System Remote Access Network Board (Cal-ID RAN Board)	Ken Carlson	12/31/2026	2 year terms NO STIPEND
IV	California State Association of Counties (CSAC) Board of Directors	John Gioia	11/29/2025	1 year term NO STIPEND
IV	California State Association of Counties (CSAC) Board of Directors, Alternate	Diane Burgis	11/29/2025	1 year term NO STIPEND
II	Central Contra Costa Solid Waste Authority	Candace Andersen	Unspecified	STIPEND of \$50/meeting; max of 2 paid/month
II	Central Contra Costa Solid Waste Authority	Ken Carlson	Unspecified	STIPEND of \$50/meeting; max of 2 paid/month
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors	Candace Andersen	5/1/2027	2 year terms STIPEND of \$100 per meeting; up to \$200 month
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors, Alternate	Ken Carlson	5/1/2027	2 year terms STIPEND of \$100 per meeting; up to \$200 month
IV	Contra Costa County Employees Retirement Association (CCERA) Board of Trustees	Candace Andersen	6/30/2026	3 year terms STIPEND of \$100 per meeting.
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Shanelle Scales-Preston	Unspecified	STIPEND of \$100 per meeting; max of 4 meetings.
II	Contra Costa Family Justice Alliance	Diane Burgis	9/14/2028	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee - Chair	Candace Andersen	12/31/2025	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee - Vice-Chair	Diane Burgis	12/31/2025	NO STIPEND
III	Contra Costa Transportation Authority Board of Commissioners (Seat 1)	Diane Burgis	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 2)	Ken Carlson	1/31/2026	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 1)	Candace Andersen	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 2)	John Gioia	1/31/2026	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Second Alternate (Seat 1)	Shanelle Scales-Preston	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Third Alternate (Seat 1)	John Gioia	1/31/2027	2 year terms STIPEND of \$100 per meeting; up to \$400 month
IV	Delta Diablo Board, Alternate	Ken Carlson	12/31/2025	NO STIPEND
IV	Delta Diablo Governing Board	Shanelle Scales-Preston	12/31/2025	NO STIPEND
IV	Delta Protection Commission	Diane Burgis	12/31/2027	3 year term NO STIPEND
IV	Delta Protection Commission, Alternate	Shanelle Scales-Preston	12/31/2027	3 year term NO STIPEND
II	Dougherty Valley Oversight Committee	Candace Andersen	12/31/2025	NO STIPEND
II	Dougherty Valley Oversight Committee	Diane Burgis	12/31/2025	NO STIPEND
III	East Bay Economic Development Alliance (EB EDA) Representative	Candace Andersen	12/31/2025	NO STIPEND
III	East Bay Economic Development Alliance (EB EDA) Representative, Alternate	Diane Burgis	12/31/2025	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board	Ken Carlson	12/31/2025	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board, Alternate	Candace Andersen	12/31/2025	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board	Diane Burgis	12/31/2025	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority	Diane Burgis	12/31/2025	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	East County Water Management Association	Diane Burgis	12/31/2025	STIPEND of \$170/meeting; max 6 per month
II	East County Water Management Association, Alternate	Shanelle Scales-Preston	12/31/2025	STIPEND of \$170/meeting; max 6 per month

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments, Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**

ATTACHMENT III
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted Alphabetically)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Shanelle Scales-Preston	12/31/2026	2 year terms NO STIPEND
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Diane Burgis	12/31/2026	2 year terms NO STIPEND
I	Economic Development Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Economic Development Committee, Vice Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Equity Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Equity Committee, Vice-Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Family & Human Services Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Family & Human Services Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
I	Finance Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Finance Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
II	First 5 Children and Families Commission Alternate Member	Candace Andersen	Unspecified	NO STIPEND
II	First 5 Children and Families Commission Member	Shanelle Scales-Preston	Unspecified	NO STIPEND
III	Green Empowerment Zone Governing Board	John Gioia	2/28/2027	2 year terms NO STIPEND
III	Green Empowerment Zone Governing Board, Alternate	Diane Burgis	2/28/2027	2 year terms NO STIPEND
II	Hazardous Waste Management Facility Allocation Committee	John Gioia	Unspecified	STIPEND of \$150 per meeting.
II	Hazardous Waste Management Facility Allocation Committee, Alternate	Ken Carlson	Unspecified	STIPEND of \$150 per meeting.
I	Head Start Committee, Chair	John Gioia	12/31/2025	NO STIPEND
I	Head Start Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
V	Illegal Dumping Ad Hoc Committee, Chair	Diane Burgis	Unspecified	NO STIPEND
V	Illegal Dumping Ad Hoc Committee, Vice Chair	Shanelle Scales-Preston	Unspecified	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee, Chair	John Gioia	Unspecified	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee, Vice Chair	Candace Andersen	Unspecified	NO STIPEND
I	Internal Operations Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Internal Operations Committee, Vice Chair	Diane Burgis	12/31/2025	NO STIPEND
II	Juvenile Justice Coordinating Council	Shanelle Scales-Preston	Unspecified	NO STIPEND
II	Kensington Solid Waste Committee Alternate	Robert Rogers	12/31/2025	NO STIPEND
II	Kensington Solid Waste Committee Member	John Gioia	12/31/2025	NO STIPEND
IV	Law Library Board of Trustees	Nolan Armstrong	12/31/2025	NO STIPEND
I	Legislation Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Legislation Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
III	Local Agency Formation Commission	Candace Andersen	5/2/2026	4 year terms STIPEND of \$150 per meeting.
III	Local Agency Formation Commission	Diane Burgis	5/2/2026	4 year terms STIPEND of \$150 per meeting.
III	Local Agency Formation Commission, Alternate	Shanelle Scales-Preston	5/6/2028	4 year terms STIPEND of \$150 per meeting.
I	Los Medanos Healthcare Operations Committee, Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
I	Los Medanos Healthcare Operations Committee, Vice Chair	Ken Carlson	12/31/2025	NO STIPEND
III	Marin Energy Authority (MCE) Board of Directors	Shanelle Scales-Preston	Unspecified	unspecified seat terms NO STIPEND
III	Marin Energy Authority (MCE) Board of Directors, Alternate	John Gioia	Unspecified	unspecified seat terms NO STIPEND
II	Medical Services Joint Conference Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
II	Medical Services Joint Conference Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
III	Metropolitan Transportation Commission	Candace Andersen	2/1/2027	4 year terms STIPEND of \$100/meeting; up to \$500/month per agency
II	North Richmond Waste and Recovery Mitigation Fee Committee	John Gioia	12/31/2025	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee, Alternate	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Pleasant Hill BART (Bay Area Rapid Transit)/Contra Costa Centre Joint Powers Authority Board of Trustees	Ken Carlson	Unspecified	NO STIPEND
II	Pleasant Hill BART (Bay Area Rapid Transit)/Contra Costa Centre Joint Powers Authority Board of Trustees	Candace Andersen	Unspecified	NO STIPEND
I	Public Protection, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Public Protection, Vice Chair	Ken Carlson	12/31/2025	NO STIPEND
III	Regional Impact Council, All-Home, Member	Diane Burgis	Unspecified	NO STIPEND
I	Resilient Shoreline Committee, Chair	Diane Burgis	12/31/2025	NO STIPEND
I	Resilient Shoreline Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board	Shanelle Scales-Preston	Unspecified	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board, Alternate	Diane Burgis	Unspecified	NO STIPEND
II	Southwest Area Transportation Committee (SWAT)	Candace Andersen	12/31/2026	2 year term NO STIPEND

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments,
Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**

ATTACHMENT III
2025 CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
(Sorted Alphabetically)

<u>Type*</u>	<u>Committee Name</u>	<u>Appointee</u>	<u>Term Expiration</u>	<u>Notes</u>
II	Southwest Area Transportation Committee (SWAT), Alternate	Ken Carlson	12/31/2026	2 year term NO STIPEND
II	State Route 4 Bypass Authority	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	State Route 4 Bypass Authority, Alternate	Diane Burgis	12/31/2025	NO STIPEND
I	Sustainability Committee, Chair	Ken Carlson	12/31/2025	NO STIPEND
I	Sustainability Committee, Vice Chair	John Gioia	12/31/2025	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency)	Candace Andersen	12/31/2025	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency), Alternate	Jennifer Quallick	12/31/2025	NO STIPEND
II	TRANSPAC (Central County Transportation Partnership and Cooperation)	Ken Carlson	12/31/2026	2 year term NO STIPEND
II	TRANSPAC, Alternate	Candace Andersen	12/31/2026	2 year term NO STIPEND
II	TRANSPLAN (East County Transportation Planning)	Diane Burgis	12/31/2026	2 year terms NO STIPEND
II	TRANSPLAN, Alternate	Shanelle Scales-Preston	12/31/2026	2 year terms NO STIPEND
I	Transportation, Water & Infrastructure Committee, Chair	Candace Andersen	12/31/2025	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Vice Chair	Shanelle Scales-Preston	12/31/2025	NO STIPEND
III	Tri Delta Transit Authority, Board of Directors (Seat 1)	Shanelle Scales-Preston	12/31/2028	2 year term STIPEND of \$100/month
III	Tri Delta Transit Authority, Board of Directors (Seat 2)	Diane Burgis	12/31/2025	STIPEND of \$100/month
II	Tri-Valley Transportation Council	Candace Andersen	12/31/2025	STIPEND of \$100 per meeting
II	Urban Counties of California	Shanelle Scales-Preston	12/31/2025	NO STIPEND
II	Urban Counties of California, Alternate	John Gioia	12/31/2025	NO STIPEND
II	WCCTAC (West County Transportation Advisory Committee)	John Gioia	12/31/2025	1 year term NO STIPEND
II	WCCTAC, Alternate	Shanelle Scales-Preston	12/31/2025	1 year term NO STIPEND
III	West Contra Costa Healthcare District Finance Committee, Chair	John Gioia	Unspecified	NO STIPEND
III	West Contra Costa Healthcare District Finance Committee, Vice Chair	Shanelle Scales-Preston	Unspecified	NO STIPEND
II	West Contra Costa Integrated Waste Management Authority	John Gioia	Unspecified	STIPEND of \$50 per meeting.
II	West Contra Costa Integrated Waste Management Authority, Alternate	Shanelle Scales-Preston	Unspecified	STIPEND of \$50 per meeting.

***Note: Type I: Internal Standing Committees, Type II: Internal Appointments, Type III: Regional Appointments, Type IV: Special/Restricted Appointments, Type V: Ad Hoc Committees**



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-07

Agenda Date: 1/14/2025

Agenda #: C.1.

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Resolution of Acceptance and Notice of Completion for the Buchanan Airport Terminal Replacement Project.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution No. 2025- accepting as complete, the contracted work performed by W.E. Lyons Construction Company, a California Corporation, for the Buchanan Airport Terminal Replacement Project as recommended by the Public Works Director.

FISCAL IMPACT:

No fiscal Impact associated with accepting completion of contracted work.

BACKGROUND:

Contra Costa County contracted with W.E. Lyons Construction Company to construct a new Aircraft Rescue and Fire Fighting (ARFF)/Administration/Terminal building to house Airports Administration and ARFF staff, and to facilitate additional airport operations.

The initial contract amount was \$12,990,000. Mutually agreed change orders, totaling \$2,544,003.42, brought the construction contract amount to a final sum of \$15,534,003.42.

The Buchanan Airport Terminal Replacement Project was substantially complete on April 30, 2024. The airport began occupation and operations of the new building on that date.

Vanir, the County's construction manager found all work to be complete and Public Works Department concurs with this determination. Contra Costa County Public Works Department, Division of Airports recommends that the Board adopt Resolution No. 2025/xxx accepting the contract work as complete. W. E. Lyons will still be responsible for completing \$200,000 in ongoing final punch list items listed on the Final Settlement Change Order #106, attached and approved as a separate action on this Board Agenda.

CONSEQUENCE OF NEGATIVE ACTION:

Accepting a contract as complete is standard procedure and allows for proper closeout of the contract. If the contract is not accepted as complete, the period for filing stop payment notices bond claims may be extended

and then Contra Costa County will incur expenses for additional contract administration.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF Adopting Resolution, Accepting and giving Notice of Completion of Contract with W.E. Lyons Construction Company, for the completion of the Buchanan Airport Terminal Project (District IV)

WHEREAS, the County (Owner) contracted with W.E. Lyons Construction Company for the construction to be performed on the Buchanan Airport Replacement Terminal Project at 181 John Glenn Drive, Concord, California

WHEREAS, the Public Works Director reports said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of April 30, 2024.

NOW, THEREFORE, BE IT RESOLVED that:

Owner (Sole): Contra Costa County

Natures of Stated Owner: Fee/ or Easement

Project Number: 4855-4664-SAS-6X5304

Project Name: Buchanan Airport Terminal Replacement Project

Date of Work: Completion: April 30, 2024

Description: Construction of an approximately 18,530 square foot Aircraft Rescue and Fire Fighting (ARFF)/Administration/Terminal building.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-147

Agenda Date: 1/14/2025

Agenda #: C.2.

To: Board of Supervisors

From: Greg Baer, Director of Airports

Report Title: Approve and Authorize the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with D&P Beech Aviation, LLC, for a north-facing hangar at Buchanan Field Airport effective December 18, 2024, in the monthly amount of \$380, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,560 annually.

BACKGROUND:

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements"). The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** December 18, 2024, (“Effective Date”), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“Airport”), D&P Beech Aviation, LLC (“Renter”), hereby mutually agree and promise as follows:
2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement (“**Rental Agreement**”) by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit “A” and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form (“**Renter’s Aircraft**”).
4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # E-1 on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site (“**T-Hangar Site**”) and shall hereinafter be described as the “**T-Hangar**.”

Renter has inspected the T-Hangar and hereby accepts the T-Hangar in its present condition, as is, without any obligation on the part of Airport to make any alterations, improvements, or repairs in or about the T-Hangar.

5. **USE:** The T-Hangar shall be exclusively by Renter for the storage of Renter’s Aircraft. In addition to the storage of Renter’s Aircraft, Renter may use the T-Hangar for (1) the homebuilding, restoration and/or maintenance of Renter’s Aircraft, provided that such homebuilding, restoration and/or maintenance is performed by Renter only and in conformance with all applicable statutes, ordinances, resolutions, regulations, orders, circulars (including but not limited to FAA Advisory Circular 20-27) and policies now in existence or adopted from time to time by the United States, the State of California, the County of Contra Costa and other government agencies with jurisdiction over Buchanan Field Airport; (2) the storage of and materials directly

related to the storage, construction of homebuilt planes homebuilding, restoration, and/or maintenance of Renter's Aircraft; (3) the storage of one boat, or one recreational vehicle, or one motorcycle, or one automobile, provided that Renter first provides to Airport proof of Renter's ownership and original registration of any stored boat or vehicle, for inspection and copying; and/or (4) the storage of comfort items (such as a couch, small refrigerator, etc.) that the Director of Airports, in his sole discretion, determines will not impede the use of the hangar for the storage of Renter's Aircraft, and are not prohibited by applicable building and fire codes. The T-Hangar shall not be used for any purpose not expressly set forth in this Section 5. Use.

The use of all or a portion of the T-Hangar for the storage of aircraft not owned or leased by Renter is prohibited. ("Aircraft not owned or leased by Renter" means any aircraft in which Renter does not have an ownership interest or which is not directly leased to Renter). Renter shall present proof of said ownership interest or lease to Airport upon request in addition to that information provided in Exhibit A.

If Renter's Aircraft is or becomes non-operational, it may be stored in the T-Hangar only if it is being homebuilt or restored by Renter. Prior to the commencement of any such homebuilding or restoration, Renter shall provide to Airport (1) a copy of the purchase agreement or (2) a valid federal registration number. If Renter's Aircraft is not registered as of the Effective Date, upon completion of construction, Renter shall register and apply for an airworthiness certificate for Renter's Aircraft in accordance with all applicable federal statutes and regulations and provide the original registration and certification to Airport, for inspection and copying, immediately upon receipt by Renter. On or before January 1 of each year, if the homebuilding or restoration has not been completed, Renter shall provide a written annual report to the Director of Airports that details the homebuilding or restoration activity performed, work still required to be completed and an estimate of time of completion.

6. **TERM:** This Rental Agreement shall be from month to month commencing **December 18, 2024**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **380.00** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-49

Agenda Date: 1/14/2025

Agenda #: C.3.

To: Board of Supervisors

From: Ben Winkleblack, Animal Services Director

Report Title: Ratify Contract with San Ramon Valley Fire Protection District for Dispatch Services to the Animal Services Department

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RATIFY the Animal Services Director's execution of an interagency agreement with the San Ramon Valley Fire Protection District for dispatch services, inclusive of a mutual indemnification clause and additional reimbursable costs in the amount of \$50,000, for a new payment limit of \$2,650,000, and other minor changes to the previously approved agreement, effective January 1, 2025, through December 31, 2027.

FISCAL IMPACT:

This action ratifies the execution of a contract that includes a payment limit of \$2,650,000, which is \$50,000 higher than the contract payment limit approved by the Board on December 17, 2024. The cost for the SRVFPD dispatch services for the remainder of FY 2024/25 is \$450,000. These amounts will be paid for with 34% General Fund, 58% Contract Cities, 8% Licenses and Fees.

BACKGROUND:

Previously, on December 17, 2024, the Board authorized the execution of a dispatch services agreement with the San Ramon Valley Fire Protection District (SRVFPD), for dispatch services provided by the SRVFPD, in an amount not to exceed \$2,600,000 during the three-year term, from January 1, 2025, through December 31, 2027. An additional \$30,000 was approved in system transition expenses which would be funded through the Animal Services Department. The agreement is on a standard County interagency agreement form.

After the Board approved the agreement, SRVFPD informed the department that the agreement would need to include mutual indemnification language and other changes. One of those changes provides for reimbursement of up to \$50,000 in hardware, equipment, and services from other vendors required to perform dispatch services. The Department will own any equipment and hardware that is purchased. Additionally, SRVFPD would need the ability to terminate on 90 days' advance written notice. Other changes are within the director's discretion to approve.

This agreement is with another public agency and the inclusion of mutual indemnification is a reasonable request and one the County makes often when it contracts to provide services. Under the indemnification

clause, each party will indemnify, defend, and hold harmless the other in proportion to liabilities that arise from the indemnifying party's negligence or misconduct.

The Animal Services Director executed the agreement with a payment limit of \$2,650,000, a mutual indemnification clause, and other minor changes, to ensure there was no delay in commencement of these critical services on January 1, 2025. Because the services are critical and these additional changes are reasonable, the Animal Services Director recommends that the Board ratify his execution of the agreement with these additional changes included.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not ratify these changes to the previously approved interagency agreement with the SRVFPD.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-50

Agenda Date: 1/14/2025

Agenda #: C.4.

To: Board of Supervisors

From: Office of Racial Equity and Social Justice

Report Title: Approval of Grant Award Recommendations for African American Wellness

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE grant award recommendations for \$880,00 in Measure X funds to community providers to augment existing African American Wellness Services, as recommended by the Equity Committee.

FISCAL IMPACT:

\$880,000 of Measure X one-time funds would be utilized for this purpose, using funds that have been allocated for the purpose of supporting the African American Holistic Wellness Resource Hub and existing services.

BACKGROUND:

On December 12, 2023, the Board of Supervisors allocated \$1,000,000 of Measure X funds augment existing African American Wellness Services. The ORESJ was tasked with developing a plan to administer the funds. Over several months (February to October 2024), ORESJ presented progress updates at Equity Committee meetings regarding the proposed plan to administer and distribute the funds, and select the grant award recipients.

The first step of the plan included selecting and entering into contract with a local community foundation with extensive experience supporting Black-led and Black-serving organizations to administer contracting, program monitoring, and fund distribution with County-approved community-based service organizations to deliver services to increase holistic wellness in African American communities in Contra Costa County. A Request For Qualifications (RFQ) was first released in June 2024, which received no applications. A second, abbreviated RFQ was released on September 11, 2024 and closed on October 4, 2024; five applications were submitted. A five-member review committee reviewed all applications and recommended East Bay Community Foundation as the most qualified applicant. The anticipated cost of these services is \$120,000, leaving \$880,000 available to allocate towards grants to service providers. At the October 21, 2024 meeting, the Equity Committee received the recommendation and forwarded it to the Board of Supervisors. The final decision of award is pending the full Board of Supervisors approval which will take place at their January 14, 2025 meeting.

The second step of the plan was to implement a competitive solicitation process to select qualified community-based service organizations to deliver services and programs to increase holistic wellness in African American communities in the following five (5) priority service/program categories: Behavioral health supports; Food and/or housing insecurity services; Maternal and infant health services; Youth development support services, and; Community healing supports, particularly from trauma due to police violence. The awards were allocated

to augment and/or expand existing services or programs by increasing capacity (e.g. serve more participants, host additional events, extend program periods). The Board of Supervisors indicated that while applications for funds were to be accepted for all of Contra Costa County, programs and initiatives serving East County's most impacted communities should be prioritized. A Request For Proposals (RFP) was first released on September 26, 2024 and closed on October 31, 2024 with 53 applications received; ORESJ was tasked to coordinate and lead a participatory review process and present grant award recommendations to the Equity Committee, with final approvals to be made by the full Board of Supervisors.

The following is a summary of the ORESJ's participatory review and recommendation process that began November 1, 2024 to select the best qualified applicants to provide services to increase and expand African American holistic wellness:

A total of fifty-three (53) proposals were submitted on time by the October 31, 2024 due date. The number of applicants per priority funding category are as follows:

- Behavioral health supports - 9
- Food and/or housing insecurity services - 8
- Maternal and infant health services - 5
- Youth development support services - 23
- Community healing supports - 8

ORESJ recruited and convened seven review panels composed of 20 participatory review panel members. All reviewers are Black community members who live and/or work throughout Contra Costa County, and possess subject-matter expertise and both professional and personal experience as educators, social service providers, mental health practitioners, maternal/infant health practitioners, violence prevention specialists, administrators, trainers, and consultants. Six (6) are County staff, six (6) work for local school districts, three (3) are formerly incarcerated, at least one (10 is formerly in foster care, and an even 50% split between men and women.

Between November 1 - November 12, 2024, participatory review panel members independently reviewed the proposals using the scoring rubric provided in the original RFP and submitted their respective scores for each proposal. Between November 13 - November 15, 2024, the seven participatory review panels each met, respectively, and shared their scores, deliberated collectively on their assessments of the proposals, and ranked applicants. Between November 16 and November 25, 2024, the Youth Development review process was extended to allow for a second review of the top-ranked applications to ensure a fair and robust review process that honored the large and competitive field of applicants.

On December 16, 2024, ORESJ presented the Equity Committee with the final grant award recommendations from the participatory grant review panel. The Equity Committee received those recommendations and directed the ORESJ to forward the recommendations to the full Board of Supervisors for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

The \$1M Measure X allocation will not be distributed for its intended purpose of augmenting existing African American Wellness Services.

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount Requested	Amount Recommended	Regional Focus
Maternal/Infant Health					
	Breast Friends	1	\$100,000	\$100,000	East and West County
	Black Girls Mental Health Foundation	2	\$176,000	\$76,000	East and West County
	La Concordia/NAMI CC	3	\$176,000		East County
	C.O.P.E. Family Support Center	4	\$122,825		
	Bay Area Chapter of Black Psychologists	5	\$176,000		
Behavioral Health					
	Healing Spot Counseling Center	1	\$176,000	\$76,000	East County
	Equity for Black Women and Girls	2	\$176,000	\$50,000	East and West County
	NAMI Contra Costa	2	\$176,000	\$50,000	East County
	Dream House	4	\$176,000		
	Fierce Advocates	5	\$60,605		
	CoBiz Richmond	6	\$240,000		
	Her Story Is Mine	7	\$50,000		
	United Core Alliance	8	\$155,000		
	New Life Movement	9	\$176,000		
Food/Housing Insecurity					
	Grace Arms of Antioch	1	\$100,000	\$76,000	East County
	Genesis Church	2	\$176,000	\$50,000	East County
	The Black Neighborhood	2	\$174,000	\$50,000	East and West County
	Monument Impact	4	\$175,911		
	Collaborising	5	\$56,711		
	Prison from the Inside Out	5	\$176,000		
	Rainbow Community Center	7	\$176,000		
	Rich Minds	8	\$75,184		

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount Requested	Amount Recommended	Regional Focus
Community Healing	Healthy Hearts	1	\$110,999	\$76,000	East County
	Centered Care Wellness	2	\$152,971	\$50,000	East County
	Miles Hall Foundation	3	\$100,000	\$50,000	East and West County
	United Core Alliance	4	\$155,000		
	Broken By Violence	5	\$50,000		
	Be Imaginative	6	\$75,000		
	Prison from the Inside Out	6	\$171,000		
	Rainbow Community Center	8	\$176,000		
Youth Development	1Hundred Years Project	1	\$176,000	\$76,000	East and West County
	Genesis Church	2	\$176,000	\$50,000	East County
	Improve Your Tomorrow	3	\$176,000	\$50,000	East County
	Support for Actively Rising Youth	4	\$150,000		
	Bright Futures Growth and Development	5	\$176,000		
	Family Purpose Corporation	6	\$591,360		
	Bridge Builders	7	\$176,000		
	Center for Urban Excellence	8	\$176,000		
	FLY	9	\$81,483		
	Delta Bay Impact	10	\$176,000		
	Young Women's Freedom Center	11	\$176,000		
	Craft Community Care Center	12	\$54,011		
	Dream House	13	\$176,000		
	Big Brothers Big Sisters	14	\$50,000		
	Lively Stones Agency for Change	15	\$176,000		
	Contra Costa Youth Services Bureau	16	\$176,000		

Final Summary of Applicants and Award Recommendations for Services to Expand African American Holistic Wellness

Priority Service Category	Applicant	Rank	Amount Requested	Amount Recommended	Regional Focus
Youth Development (cont.)					
	Grace Kings Mentorship Program	17	\$40,000		
	Quality Over Quantity	18	\$193,360		
	Inner City Bliss	19	\$56,009		
	M.E.G.A. Foundation	20	\$142,691		
	Just Imagine Kidz	21	\$160,000		
	Together We Stand	22	\$73,600		
	New Life Movement	23	\$176,000		

ORESJ's Grant Award Recommendations for the \$1M Measure X Allocation for African American Wellness Services

Priority Service Category	Applicant	Amount Requested	Amount Recommended	Cities Served	Project Description
Maternal/Infant Health	Breast Friends Lactation and Support Services	\$100,000	\$100,000	Richmond, San Pablo, Pittsburg, Antioch	In the past, Contra Costa County has lacked access to African American lactation support. This project will bridge the gap in lactation care for African American pregnant and breastfeeding moms and families, prioritizing breastfeeding education, offering peer support, and addressing health disparities that most impact African American families.
	Black Girls Mental Health Collective Foundation	\$176,000	\$76,000	Richmond, San Pablo, Pittsburg, Antioch, Bay Point	A culturally responsive, trauma-informed program providing perinatal mental health support, maternal health provider training, and community engagement for African American mothers in Contra Costa County to improve mental wellness and reduce health disparities.
Behavioral Health	Healing Spot Counseling Center Inc.	\$176,000	\$76,000	Antioch, Brentwood, Oakley, Discovery Bay, Pittsburg, Bay Point	Healing Spot Counseling Center Inc. provides culturally responsive mental health services for African American residents who face barriers accessing community support services. The comprehensive approach includes crisis stabilization, individual counseling, and group therapy, delivered by licensed clinicians of color who understand community trauma and needs.
	Equity for Black Women and Girls	\$176,000	\$50,000	Richmond, San Pablo, Hercules, Pittsburg, Antioch, Bay Point	Sister Circles create safe spaces for Black women and girls to connect, share their experiences, and network. They address critical issues such as domestic violence and mental wellness, while fostering support, growth and community. These circles empower participants to heal and face challenges with resilience.
	NAMI Contra Costa	\$176,000	\$50,000	Antioch	The "I'm a Winner!" Program is designed to improve outcomes for African American youth, utilizing a holistic, faith-based, affirmative strategy. Through partnerships with schools and faith centers to address disparities and eliminate the school-to-prison pipeline, the program acknowledges the harm experienced by students and their families and offers empowering tools in a safe environment.
Food/Housing Insecurity	Grace Arms of Antioch	\$100,000	\$76,000	Antioch, Brentwood, Oakley, Pittsburg, Concord	Grace Closet, Pantry and Grace House provide essential services to individuals and families facing financial challenges, homelessness or food insecurity. These programs offer free food, clothing, and a supportive environment for those who are unemployed, underemployed or reliant on government assistance. Grace Closet serves the community bi-weekly, ensuring individuals not only receive basic necessities but also experience dignity and encouragement in difficult times.
	Genesis Church	\$176,000	\$50,000	Antioch	Genesis Grocery Share Program/Elevate provides fresh produce and groceries the under-resourced residents of Antioch. Groceries are distributed on site every Saturday and are delivered to the elderly on Fridays.
	The Black Neighborhood	\$174,000	\$50,000	Cities in East and West County	The Black Neighborhood's Holistic Wellness and Food Security Initiative provides food distribution, trauma-informed healing workshops, and a community conference aimed at enhancing wellness, security, and recovery within African American communities, particularly those impacted by systemic violence and food insecurity in both East and West Contra Costa County.
Community Healing	Healthy Hearts	\$110,999	\$76,000	Pittsburg	The Healthy Hearts Community Healing and Resilience project will provide support for community healing from police trauma and poverty within the El Pueblo housing development, a historically black underserved community.
	Centered Care Wellness	\$152,971	\$50,000	Antioch	Transforming Chronic Care Management for Veterans through Telehealth Innovation - Providing veterans with accessible, personalized telehealth services to manage chronic health conditions and improve overall well-being.
	Miles Hall Foundation	\$100,000	\$50,000	Countywide	Miles of Connections, Healing and Belonging Community Outreach Services is a community-building initiative to engage Black residents across Contra Costa County. Leveraging their trusted relationships, The Miles Hall Foundation will foster participation, belonging and healing by promoting all of the African American Wellness Hub's critical services and ensuring the community knows how to access and benefit from them.

Youth Development	1Hundred Years Project	\$176,000	\$76,000	Cities in East County	1 Hundred Years Enterprise is a credible messenger-led program to support positive youth development among justice-involved African American youth in Contra Costa County. Mentors with lived experience will provide intensive support for 28 youth and their families.
	Genesis Church	\$176,000	\$50,000	Antioch	Peer to Peer Youth Trauma Healing Groups address complex trauma inflicted upon African American youth in small healing groups. These facilitated groups provide a safe space of transparency without judgement.
	Improve Your Tomorrow	\$176,000	\$50,000	Brentwood, Pittsburg	Pathways to Success at Liberty and Black Diamond High Schools will deliver culturally responsive mentorship and social emotional learning to empower young Black men. This program fuses academic support, emotional wellness resources, and career guidance to address systemic challenges and build pathways to educational and personal success.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-02

Agenda Date: 1/14/2025

Agenda #: C.5.

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: Resolution recognizing Nick Bozych As the 2025 Business Person of the year by the Lafayette chamber

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

Resolution recognizing Nick Bozych As the 2025 Business Person of the year by the Lafayette chamber

FISCAL IMPACT:

No fiscal impact

BACKGROUND:

Resolution recognizing Nick Bozych As the 2025 Business Person of the year by the Lafayette chamber

CONSEQUENCE OF NEGATIVE ACTION:

No negative action

The Board of Supervisors of Contra Costa County, California

Resolution recognizing Nick Bozych As the 2025 Business Person of the year by the Lafayette chamber

Whereas, Nick Bozych is the Managing Director of the Lafayette Park Hotel & Spa, where he has overseen all aspects of the property’s operations since February 2012. Under his leadership, the hotel has become a premier luxury destination recognized for its exceptional guest experiences, financial performance, and strong ties to the local community; and

Whereas, a seasoned hotelier with over 30 years of experience, Nick has also held leadership positions at prestigious properties such as the Stanley Hotel, Surf & Sand Resort, Mandarin Oriental, and Marriotts; and

Whereas, throughout his career, Nick has excelled in fostering collaboration, building high-performing teams, and driving innovation to achieve operational excellence. One piece of advice that has always resonated with him is: “Success is not about doing extraordinary things, but about doing ordinary things extraordinarily well.”; and

Whereas, Nick often emphasizes to his employees the importance of consistent effort, attention to detail, and pride in their work. It’s the little things--like a warm smile, a thoughtful gesture, or going the extra mile--that create memorable guest experiences that set us apart. This philosophy reinforces the idea that excellence is achieved through dedication and a genuine passion for what they do; and

Whereas, beyond his professional achievements, Nick is a devoted family man who enjoys spending time with his wife and four children. An Avid skier and mountain biker, he embraces an active lifestyle and is passionate about giving back to the community.

Now, therefore be it resolved that the Board of Supervisors of Contra Costa County does hereby honor

Nick Bozych

For his passion and dedication in overseeing The Lafayette Park Hotel & Spa

PASSED by a vote of the Board of Supervisors this 28th day of January, 2025.

CANDACE ANDERSEN, Chair
District II Supervisor

JOHN GIOIA
District I Supervisor

DIANE BURGIS
District III Supervisor

KEN CARLSON
District IV Supervisor

Shanelle Scales-Preston
District V Supervisor

I hereby certify that the foregoing is a true and correct copy of an Order entered into the minutes of the Board of Supervisors on the date aforesaid.

David Twa, County Administrator and Clerk of the Board of Supervisors.

By

Deputy Clerk



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-03

Agenda Date: 1/14/2025

Agenda #: C.6.

To: Board of Supervisors

From: Shannelle Scales-Preston, District V Supervisor

**Report Title: POSITIVE PARENTING AWARENESS MONTH IN CONTRA COSTA COUNTY
JANUARY 2025**

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

See Resolution.

FISCAL IMPACT:

None.

BACKGROUND:

See Resolution.

CONSEQUENCE OF NEGATIVE ACTION:

None.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF

JANUARY 2025

POSITIVE PARENTING AWARENESS MONTH
IN CONTRA COSTA COUNTY

WHEREAS, raising children and youth to become healthy, confident, capable individuals is sacred work and should matter to all of us; and,

WHEREAS, the quality of caregiving, starting prenatally, is one of the most powerful predictors of children's future social, emotional, physical, and behavioral health; and,

WHEREAS, families in California come in different dynamics, with children who are raised by parents, grandparents, foster parents, and family members, and supported by other caregivers in a variety of settings such as schools, family childcare, early childhood education centers, and health clinics; and,

WHEREAS, despite how essential parenting is for the health of children and our collective society, there is a lack of value placed on parenting; and,

WHEREAS, the U.S. Surgeon General's advisory "Parents Under Pressure", reports 41% of parents and caregivers said they are "so stressed they cannot function" most days, and nearly 50% said their stress completely overwhelms them compared to other adults (20% and 26%, respectively); and,

WHEREAS, according to the 2024 U.S. Surgeon General's advisory on the mental health and well-being of parents, "We must recognize the importance of parenting and reflect it in how we prioritize resources, design policy, shape work environments, and approach our conversations with parents."; and,

WHEREAS, families in Contra Costa County can receive support through evidenced-based programs like the Triple P - Positive Parenting Program, available thanks to key partnerships between C.O.P.E. Family Support Center and Contra Costa County's Health Services Agency, Employment and Human Services Department, Contra Costa County Office of Education, Child Abuse Prevention Council, First 5 Contra Costa, and other partners.

WHEREAS, research confirms that positive parenting creates positive childhood experiences (PCEs), and

children and youth who experience safe, stable, and nurturing relationships and environments can reduce the effects of depression associated with ACEs by as much as 44%; and,

WHEREAS, through our individual actions and with the support of community groups, schools, faith organizations, employers, health and social service systems, and policymakers, we can create opportunities for parents to come together and build communities of mutual care and connection and intentionally strengthen parental well-being; and,

NOW, THEREFORE, I, Candace Andersen, Chair of the Contra Costa County Board of Supervisors, hereby proclaim January 2024 to be the 6th Annual Positive Parenting Awareness Month in Contra Costa County, California, and commend this observance to the people of this county.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-04

Agenda Date: 1/14/2025

Agenda #: C.7.

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Resolution Honoring Susan A. Dineley on the occasion of her retirement

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution 2025- honoring Susan A. Dineley on the occasion of her retirement from Contra Costa County, as recommended by the Department of Information Technology Chief Information Officer.

FISCAL IMPACT:

None

BACKGROUND:

None.

CONSEQUENCE OF NEGATIVE ACTION:

None.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF

Honoring Susan A. Dineley upon the occasion of 20 years of service to Contra Costa County.

WHEREAS, Susan A. Dineley began her career with Contra Costa County as a Clerk with the Sheriff-Coroner's Office on June 9, 2004; and

WHEREAS, Ms. Dineley was promoted to a Senior Level Clerk with the Sheriff-Coroner's Office on January 2, 2005; and

WHEREAS, Susan led an effort to drive automation and enhance the Sheriff-Coroner's payroll clerk team efficiency through payroll automation through macros; and

WHEREAS, Ms. Dineley was transferred to Auditor-Controller's Department and promoted to become a Payroll Technician on September 11, 2006; and

WHEREAS, Susan began her service in Information Technology with a promotion to a Network Technician with the Department of Child Support Services on December 4, 2006; and

WHEREAS, Ms. Dineley was promoted to an Information System Programmer/Analyst II with the Department of Child Support Services on June 1, 2010; and

WHEREAS, Susan was again promoted to an Senior Social Service Information System Analyst with the Employment & Human Services Department on December 18, 2013; and

WHEREAS, Ms. Dineley was promoted to an Information System Programmer/Analyst IV with the Employment & Human Services Department on December 20, 2017; and

WHEREAS, Susan transferred to an Information System Programmer/Analyst IV with the Department of Information Technology on March 22, 2022; and

WHEREAS, Ms. Dineley became a specialized resource to the Animal Services Department (CCAS), understood its mission and importance of the Department's work to improve and save the lives of animals in its care and the community, prioritizing the Department's needs and animals; and

WHEREAS, Susan became an invaluable resource for CCAS through the various reports she created or

adjusted which helped lost pets to find their way home or to a new adoptive home, to get better medical care, socialization, and over the years became regarded as a fabulous co-worker and a dear friend; and

WHEREAS, Susan's skill set and work ethic made her stand out, and her personality made her shine, working behind the scenes almost daily either to work on a project or fix an issue to support County staff; and

WHEREAS, Susan was regarded as one of those unseen heroes at the Animal Service Department because she helped a pet without a voice and is credited by CCAS staff to have literally saved lives; and

WHEREAS, Ms. Dineley will be missed both professionally and personally by staff within DOIT, Animal Services, and the various departments she worked with. She was a delightful coworker and friend to all and a model employee for the Contra Costa County Department of Information Technology until her retirement in 2025.

NOW, THEREFORE, BE IT RESOLVED

That Susan A. Dineley be recognized upon her retirement after 20 years of dedicated service to Contra Costa County and for the high quality of work performed by her during her career.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-51

Agenda Date: 1/14/2025

Agenda #: C.8.

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: 2024 Annual Report for Family and Children's Trust (FACT) Committee

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Advisory Body Annual Report for the Family and Children's Trust (FACT) Committee, as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each advisory board, commission, or committee report annually to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year. The attached report fulfills this requirement for the FACT Committee.

The FACT Committee was established in 1985 by the Contra Costa County Board of Supervisors (BOS) to make funding recommendations to the BOS on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning.

The FACT Committee reviewed and approved the report at the December 2, 2024 regularly scheduled FACT Committee meeting.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the FACT Committee would not be in compliance with Resolution 2020/1.

CHILDREN'S IMPACT STATEMENT:

The FACT Committee roles and responsibilities support all five community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 3) "Families that are Economically Self Sufficient"; 4) "Families that are Safe, Stable and Nurturing"; and 5) "Communities that are Safe and Provide a High Quality of Life for Children and Families," by providing funding recommendations to the BOS on the allocation of designated

funds to support the prevention, intervention and treatment of child abuse and neglect, and the promotion of positive family functioning in Contra Costa County.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-52

Agenda Date: 1/14/2025

Agenda #: C.9.

To: Board of Supervisors

From: John Gioia, District I Supervisor

Report Title: ACCEPT the 2024 Annual Report for the El Sobrante Municipal Advisory Council, as recommended by Supervisor Gioia

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Annual Report for the El Sobrante Municipal Advisory Council

FISCAL IMPACT:

none

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each regular and ongoing board, commission or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certifications (if any), and proposed work plan and objectives for the following year, in December

CONSEQUENCE OF NEGATIVE ACTION:

Failure to be in compliance with Resolution No. 2020/1



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-53
C.10.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: John Gioia, District I Supervisor

Report Title: ACCEPT the 2024 Annual Report for the East Richmond Heights Municipal Advisory Council, as recommended by Supervisor Gioia

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Annual Report for the East Richmond Heights Municipal Advisory Council

FISCAL IMPACT:

none

BACKGROUND:

The East Richmond Heights Municipal Advisory Council was created to advise the Board of Supervisors or other local government agencies on issues and concerns related the unincorporated community of East Richmond Heights

CONSEQUENCE OF NEGATIVE ACTION:

Failure to be in compliance with Resolution No. 2017/175



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-54
C.11.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: ACCEPT the 2024 Annual Report for the County Service Area P-5 Citizen Advisory Committee, as recommended by Supervisor Andersen.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE AND ACCEPT the 2024 Annual Report for the County Service Area P-5 Citizen Advisory Committee, as recommended by Supervisor Andersen.

FISCAL IMPACT:

None.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each regular and ongoing Board, Commission or Committee shall annually report to the Board on its activities, accomplishments, membership attendance, required training/certification and proposed work plan or objectives for the following year. The attached report fulfills this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

None Applicable.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-55
C.12.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: 2024 Annual Report for the Emergency Medical Care Committee

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Annual Report by the Contra Costa County Emergency Medical Care Committee (EMCC).

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The Contra Costa County Board of Supervisors established the Contra Costa County Emergency Medical Care Committee (EMCC) (Resolutions 68/404, 77/637, 79/640 and by Board Order on February 24, 1998) in accordance with the California Health and Safety Code Division 2.5, Ch. 4, Article 3, to act in an advisory capacity to the Board and the County Health Services Director on matters relating to emergency medical services in the County.

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each advisory board, commission, or committee report annually to the Board on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year. The attached annual report was reviewed and approved by the EMCC on December 3, 2024 and fulfills this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

The 2024 Annual EMCC Report will not be received in compliance with Resolution No. 2020/1.



Emergency Medical Care Committee 2024 Annual Report

Annual Report for 2024

Advisory Body Name: Emergency Medical Care Committee (EMCC)

Advisory Body Meeting Time/Location: 11:00 a.m. - 12:30 p.m. on the second Tuesday of March, June, September, and December, unless otherwise noted. The public may attend in person or remotely via Zoom or call-in.

Chair: James Lambert (December 2021 – Present)

Staff Person: Rachel Morris (January 2017 – Present), Health Services, Emergency Medical Services

Reporting Period: January 1, 2024 – December 31, 2024

I. Activities:

The EMCC, over three (3) regular meetings in the past year, was involved in or kept its membership informed about the following:

- The Board of Supervisors recognized May 19-25th as National EMS Week, and May 22nd as EMS for Children Day.
- Treatment guidelines and policies updated for 2025 are finalized. Implementation is January 1st, 2025.
- Continued discussion on adverse impacts on 9-1-1 ambulance providers and patient care associated with prolonged ambulance patient offload delays (APOT).
- CCCEMSA continues the III phase process via consultant (FITCH) to perform an EMS System evaluation that will result in an exclusive award to provide emergency ambulance services in ERAs I, II, and V.
- CCCEMSA is expanding the Buprenorphine LOSOP. All Contra Costa County EMS service transporting providers will participate effective January 1st, 2025.

II. Accomplishments

- Approval of EMCC 2023 Annual Report.
- Successful nominations and establishing of new EMCC membership for the 2024-2026 term.
- Based on a 6-year CCCEMSA study of 911 ambulance transports and critical ALS interventions administered for each MPDS sub-determinant, BLS Tiered response was launched in East and Central County September 19th, 2023.
 - Provider has reported better than expected system impact.
- Published updated Public Safety First Aid policies to support Law Enforcement AED and Narcan programs and to support volunteer agency personnel who are integrated into EMS system.
- Creation and implementation of contract position “EMS Specialist”. The position is focused on performing ambulance inspections and supporting CCCEMSA internal Ambulance Ordinance processes and compliance.
- CCCEMSA and San Ramon Valley Fire Protection District received the American Heart Association’s Mission: Lifeline® regional STEMI achievement award for commitment to rapid, research-based care to people across the region experiencing the most severe form of heart attack.
- Resolved outstanding 2017/2018 EMS Plan appeal with EMSA; submitted subsequent EMS Plans to bring Contra Costa current.

III. Attendance/Representation

The EMCC is a multidisciplinary committee with membership consisting of representation of specific EMS stakeholder groups and organizations plus one (1) consumer member nominated by each Board of Supervisor member. There are twenty-four (24) authorized, voting seats, and two (2) non-voting, ex-officio seats on the advisory body. At the end of the 2022-2024 term, on September 30, 2024, there were eighteen (18) voting member seats, and two (2) ex-officio seats filled; six (6) seats were unfilled. So far for the 2024-2026 term, beginning October 1, 2024, eighteen (18) voting member seats and two (2) ex-officio seats are filled; six (6) seats are unfilled. A quorum was achieved at three (3) of the four (4) regular EMCC meetings in 2024.

IV. Training/Certification

Each new EMCC representative was given a copy of the Advisory Body Handbook and copies of the “The Brown Act and Better Government Ordinance Training Video,” “Ethics for Local Government Officials” video offered by the Fair Political Practices Commission, and Implicit Bias training during their two (2) year term. Members are given three (3) months from appointment to complete the three required trainings. For the 2022-2024 term, certification forms were received from 16 of the 18 representatives. For the 2024-2026 term, certification forms have been received from four (4) of the 18

representatives so far. The four (4) certificates received this year are attached to this report.

V. Focused Objectives for Next Year

- Continue to refine EMS Emergency Quality Improvement Plan (EQIP) and support stakeholder processes related to Quality Assurance and Quality Improvement:
 - Stakeholder Education
 - Stakeholder support in building relevant, achievable, and sustainable Quality Improvement Plans that align with the CCEMSA EQIP, CA Regulation and State ‘core measure’ deliverables.
- Support opportunities for more efficient response and transport model to include:
 - Tiered response monitoring and refinement
 - Supporting behavioral health models that shunt non-medical calls away from EMS system or lessen the current burden on the EMS system.
 - Improve triage of EMS calls for service generated by law enforcement.
 - Shunting non-emergent 911 calls to RN advice line.
- Support emergency ambulance provider and community hospitals efforts to reduce patient transfer of care extended delays that impact the availability of ambulances for the next 9-1-1 call.

VI. Expected 2025 Reports, Updates, and Continued Support Items

- Continue to support stakeholder opportunities and efforts to procure sustainable funding for EMS System emergency communications, dispatch, and data infrastructure enhancements to optimize patient care in day-to-day and disaster conditions.
- Support Public Health Medical Health Disaster Coalition preparedness and engagement as it pertains to the EMS System. Continue to monitor and report on EMS System impacts due to changing economics and health care reform.
- Support EMS System program (STEMI, Stroke, Cardiac Arrest, EMSC, Quality/Patient Safety and Trauma) initiatives.
- Support and sustain community education and outreach.
- Support appropriate use of 9-1-1, CPR Anytime, and Automatic External Defibrillator (AED) programs through partnerships with Law Enforcement, CERT, fire first responders, and community coalitions.
- Receive updates on treatment guidelines and policies for 2025.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

- 1. Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a video and materials packet, or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
- 2. Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please create an account and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
- 3. Implicit Bias Training:** Implicit Bias Training is provided by the Kirwan Institute through an online module course or a materials packet. Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on 11/08/24 (date), I have watched or attended the entire training: "**The Brown Act and Better Government Ordinance.**"

By signing below, I certify that on 12/01/24 (date), I completed the Fair Political Practices Commission (FPPC) training: "**Ethics for Local Government Officials.**" I have received the certificate of completion from the FPPC.

By signing below, I certify that on 12/01/24 (date), I completed the Kirwan Institute "**Implicit Bias Training**" OR have completed an alternative implicit bias training program through my employer or other civic organization.

EMERGENCY MEDICAL CARES COMMITTEE
(Name of Advisory Body)

MICHAEL GREGORY
(Name of Member)

12/01/2024
(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

- Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
- Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
- Implicit Bias Training:** Implicit Bias Training is provided by the Kirwan Institute through an [online module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on 11/9/24 (date), I have watched or attended the entire training: "**The Brown Act and Better Government Ordinance.**"

By signing below, I certify that on 11/9/24 (date), I completed the Fair Political Practices Commission (FPPC) training: "**Ethics for Local Government Officials.**" I have received the certificate of completion from the FPPC.

By signing below, I certify that on 11/9/24 (date), I completed the Kirwan Institute "**Implicit Bias Training**" OR have completed an alternative implicit bias training program through my employer or other civic organization.

Contra Costa Emergency Medical Care Committee
(Name of Advisory Body)

Kat Lewis
(Name of Member)

11/14/24
(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the Kirwan Institute through an [online module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on 12/3/24 (date), I have watched or attended the entire training: "**The Brown Act and Better Government Ordinance.**"

By signing below, I certify that on 12/3/24 (date), I completed the Fair Political Practices Commission (FPPC) training: "**Ethics for Local Government Officials.**" I have received the certificate of completion from the FPPC.

By signing below, I certify that on 12/17/24 (date), I completed the Kirwan Institute "**Implicit Bias Training**" OR have completed an alternative implicit bias training program through my employer or other civic organization.

EMERGENCY MEDICAL CARE COMMITTEE
(Name of Advisory Body)

WAYNE REPARD
(Name of Member)

12/18/2024
(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.eccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the Kirwan Institute through an [online module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on 11-7-24 (date), I have watched or attended the entire training: **"The Brown Act and Better Government Ordinance."**

By signing below, I certify that on 11-12-24 (date), I completed the Fair Political Practices Commission (FPPC) training: **"Ethics for Local Government Officials."** I have received the certificate of completion from the FPPC.

By signing below, I certify that on 11-12-24 (date), I completed the Kirwan Institute **"Implicit Bias Training"** OR have completed an alternative implicit bias training program through my employer or other civic organization.

CONTRA COSTA EMERGENCY MEDICAL CARE COMMITTEE
(Name of Advisory Body)

SCOTT VERMILION
(Name of Member)

11-12-24
(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-56
C.13.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: 2024 Annual Report from the Contra Costa Commission for Women and Girls

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Annual Report from the Contra Costa Commission for Women and Girls.

FISCAL IMPACT:

None

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each advisory board, commission, or committee report annually to the Board on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year. This item fulfills that requirement for the Contra Costa Commission for Women and Girls.

CONSEQUENCE OF NEGATIVE ACTION:

The Commission for Women and Girls will not fulfill the requirements of Resolution 2020/1.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-57
C.14.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: 2024 Annual Report for the Iron Horse Corridor Management Program Advisory Committee.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2024 Annual Report for the Iron Horse Corridor Management Program Advisory Committee, as recommended by the Public Works Director. (District II and District IV)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 which requires that each advisory board, commission, or committee report annually on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year. This Annual Report is due to the Board of Supervisors in December. The attached report fulfills this requirement for the Iron Horse Corridor Advisory Committee.

CONSEQUENCE OF NEGATIVE ACTION:

The committee will not be in compliance with Resolution No. 2020/1



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-58
C.15.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: ACCEPT the 2024 Annual Report for the County Service Area P-2B Citizen Advisory Committee, as recommended by Supervisor Andersen.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE AND ACCEPT the 2024 Annual Report for the County Service Area P-2B Citizen Advisory Committee, as recommended by Supervisor Andersen.

FISCAL IMPACT:

None.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that each regular and ongoing Board, Commission or Committee shall annually report to the Board on its activities, accomplishments, membership attendance, required training/certification and proposed work plan or objectives for the following year. The attached report fulfills this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

None Applicable.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-59
C.16.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: RECEIVE AND ACCEPT the 2024 Annual Report for the Alamo Municipal Advisory Council.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE AND ACCEPT the 2024 Annual Report for the Alamo Municipal Advisory Council, as recommended by Supervisor Andersen.

FISCAL IMPACT:

None.

BACKGROUND:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1, which requires that Each regular and ongoing Board, Commission or Committee shall annually report to the Board on its activities, accomplishments, membership attendance, required training/certification and proposed work plan or objectives for the following year. The attached report fulfills this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

None applicable.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-60
C.17.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: DECLARE VACANCY ON THE FISH & WILDLIFE COMMITTEE

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

DECLARE vacant the District 3 seat on the Fish & Wildlife Committee previously held by Jarrod Bollinger due to his resignation and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

Mr. Bollinger resigned from the Fish & Wildlife Committee due to work relocation.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-61
C.18.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: VACANCY ON THE COUNTY LIBRARY COMMISSION

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

DECLARE a vacancy for the District 3 seat on the County Library Commission previously held by Clifton Louie and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

The District 3 representative notified the District Office of his resignation effective December 5, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-62
C.19.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: APPOINTMENT TO THE ALAMO POLICE SERVICES ADVISORY COMMITTEE

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT Naomi Lewis-Mauricio, Alamo resident, to the Alternate Seat of the Alamo Police Services Advisory Committee for a two-year term with an expiration date of December 31, 2026, as recommended by Supervisor Candace Andersen.

FISCAL IMPACT:

NONE

BACKGROUND:

Established on November 18, 1969, by Board Resolution 69/765, the purpose of the County Service Area P-2B Citizens Advisory Committee is to advise the Board of Supervisors and the Sheriff's Department on the needs of the Alamo community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, and litter control. On March 19, 2013, the Board of Supervisors approved a Board Order that retitled the County Service Area P-2B Citizens Advisory Committee to the "Alamo Police Services Advisory Committee". Alamo Police Services Advisory Committee is comprised of seven (7) regular members and one (1) alternate who each serve a two-year term.

Supervisor Andersen has been advertising the vacancy, received applications, and feels Ms. Lewis-Mauricio will be a positive addition to the Committee.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-63
C.20.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Equity Committee

Report Title: Appointments to the Racial Justice Oversight Body

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT Chala Bonner to the Community Representative #1 - Contra Costa Racial Justice Coalition seat, Melvin Willis to the Community Representative #2 - Contra Costa Racial Justice Coalition seat, Ricky Godrey to the Community Representative #3 - Lived Experience in Criminal or Juvenile Justice seat, Ronell Ellis to the Community Representative #4 - Lived Experience in Criminal or Juvenile Justice seat, Anthony Randolph to the Community Representative #5 - Justice-Involved Community-Based Organization seat, Shantell Owens to the Community Representative #6 - Justice-Involved Community-Based Organization seat, Cheryl Sudduth to the Community Representative #7 - Justice-Involved Youth Community-Based Organization seat, Gigi Crowder to the Community Representative #8 - Faith-Based Organization seat, Stephanie Medley to the Community Representative #9 - School-Aged Youth Community-Based Organization seat, Dr. Marya Wright to the Community Representative #10 - Behavioral Health Clinician seat and Naomi Mauricio to the Alternate Community Representative #1 - School-Aged Youth Community-Based Organization seat, for terms ending December 31, 2026, on the Racial Justice Oversight Body, as recommended by the Equity Committee.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Racial Justice Oversight Body (RJOB or Body) was established by the Contra Costa County Board of Supervisors to oversee the implementation of the recommendations made by the Racial Justice Task Force, and accepted, as specified, by the Board of Supervisors. RJOB members consist of Ex-Officio members who serve during their terms of office or appointment. Members of the Body appointed by the Board of Supervisors-i.e., Public Entity Members, Community-Based Members, and Alternate Community-Based Members -shall have two-year terms beginning on the date of appointment by the Board.

On December 16, 2024, the Equity Committee interviewed and reviewed applications of the eleven Racial Justice Oversight Body applicants, recommended all eleven members for formal appointment by the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

No community-based representative seats will be filled on the Racial Justice Oversight Body.



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Chala **Last Name** Bonner

Home Address - Street [Redacted] **City** [Redacted] **Zip Code** 95206

Phone (best number to reach you) [Redacted] **Email** [Redacted]

Resident of Supervisorial District: work i

EDUCATION Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
Contra Costa College	Business Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: [Redacted]

Board, Committee or Commission Name Racial Justice Oversight Body **Seat Name** Community Member

Have you ever attended a meeting of the advisory board for which you are applying?

No Yes If yes, how many? 17

Please explain why you would like to serve on this particular board, committee, or commission.

I have lived in Contra Costa almost my whole life. I just recently moved to San Joaquin County because my family could not afford to stay. However, I still work in Contra Costa County. Although I no longer live in Contra Costa County, my heart is in Contra Costa County, my work is in CCC, majority of my family and friends still live there and I hope some day that I will be able to return. In the meantime, I plan to continue to advocate for change.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I serve on the Racial Justice Steering committee and I am co-lead for the Racial Justice Coalition. This work is very important to me because I am a formerly incarcerated black woman and I want to make sure that formerly incarcerated people have a voice at the table.

I am including my resume with this application:

Please check one: Yes No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

I have served on the Racial Justice Oversight Body for the past year and I am also appointed to the CCC Community Advisory Board, in which I have served 2 year and will term out in 2022.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ **Date:** 10/19/2020

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Application Form

Profile

Gigi _____ R _____ Crowder _____
 First Name Middle Initial Last Name

████████████████████ _____ Suite or Apt _____
 Home Address

████████ _____ CA _____
 City State Postal Code

████████████████████ _____
 Primary Phone

████████████████████ _____
 Email Address

District Locator Tool

Resident of Supervisorial District:

District 3

NAMI Contra Costa _____ Executive Director _____
 Employer Job Title

Length of Employment

6 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

All

How long have you lived or worked in Contra Costa County?

21 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Gigi Crowder

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

22

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

BA Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have been a home owner and tax payer in Contra Costa County since May 2002 and have a vested interest in ensuring the funds raised from this sales tax are allocated in a manner consistent with reimagining public safety and improving health outcomes for all. I have a keen understanding of how appropriately utilizing these new financial resources, through cost effective methods with community input can result in a better quality of life that could allow for more economic opportunities for all residents. I understand that when services and programs are not made available where they are most needed it results in greater cost down the line for all. I think we have an obligation to wisely use these additional dollars to address long standing inequities that put a drain on our system. I want to work with individuals who love this county as much as I do to create a county that meets the needs of all by prioritizing and redefining safety while promoting community and belonging for all citizens. I want to share my ideas around key resources and community defined practices we can use to promote and utilize to promote equity and reduce the glaring disparities we see in the criminal justice system. My over 30 years in the mental health field equips me with the skills and knowledge needed to approach challenges using an appreciative inquiry, strength based, and solutions focused application. I am great at looking at root causes and applying compassionate approaches that allow for positive outcomes.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have over 30 years in social services, specifically mental health managerial positions. I am therefore well informed about the fact too often individuals living with mental illnesses are criminalized and incarcerated when they have unaddressed trauma and live with untreated mental health diagnosis. I served as the Ethnic Services Manager for Alameda County Behavioral Health Services and worked alongside Nationally Recognized Subject Matter Experts exploring racial biases that lead to disparities and misdiagnosis etc for those most harmed due to systemic racism. I'm hopeful my background as a Champion for Change as an Advocate can be used to improve outcomes as it has across the State by serving in a Clergy, Family member and Professional role utilizing my lived experience to train others and promote community defined strategies that produce promising outcomes.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Measure X CAB

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Measure X CAB

List any volunteer or community experience, including any advisory boards on which you have served.

I served as the Chair of the Social Justice Advisory Committee for the California Behavioral Health Directors of California for 4 years. 2012 to 2016 I have several volunteering obligations that I have committed to in an effort to improve safety in this county. I volunteer and utilize my own resources by supporting work lifesaving work in faith based and non profits campaigns to end homelessness and support those living with mental illness. I volunteer more than 8 hours a week feeding those who are living with a mental illness and unsheltered in Antioch. I am the current Chair of the Statewide Mental Health and Spirituality Initiative. 2014- present I was the Founding Chair of the Alameda County African American Health and Wellness Committee that manages 2 million dollars annually to reduce behavioral health disparities in Alameda County. 2013 -2016. Co- Chair of the Contra Costa County Behavioral Health Care Partnership. I have served on numerous non profit boards as Treasurer, Secretary and President. I am currently supporting the Miles Hall Foundation based in Walnut Creek as a Volunteer Consultant. I train Prison Chaplains and other Faith and Spiritual Leaders about mental illness and the importance of understanding how they can best support and advocate for those impacted.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

I am the Executive Director of NAMI Contra Costa County and responsible for administering deliverables through a contract with the Behavioral Health Department. I have no personal contract with the county.

Please Agree with the Following Statement

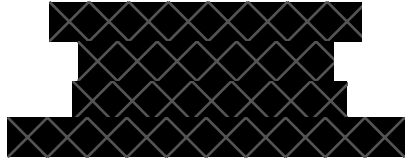
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Gigi R. Crowder, L. E.



CAREER OBJECTIVE:

My desire is to continue to serve as a highly qualified Executive Director using my vast leadership skills to offer development support, technical assistance, strategic planning and capacity building to a non-profit agency, or other grass root entities that promote culturally responsive community identified practices to improve outcomes for those impacted by mental illness. I hope to use my skills and knowledge to embrace wellness and recovery models to transform systems and support the empowerment of all people seeking to improve the quality of their lives.

EDUCATION:

June 1985 University of California, Berkeley, B.A., Psychology

September 1990 American College of Sports Medicine, Certification, Personal Fitness Training

EMPLOYMENT HISTORY:

January 2017- Present

Executive Director - National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Lead Executive managing day to day operations with a core of Volunteers and Board Members. Duties include managing the budget, fund development and representing NAMI CC as its primary leader.

September 2015 – March 2017

Fund Developer/ Grant Writer – National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Responsible for identifying private and public funding opportunities and developing successful proposals to receive funds for a non- profit advocacy agency committed to reduce mental health and reentry stigma and supporting those the live with mental health challenges and their families.

January 2010 – Present

Master Trainer and Co- Creator of Mental Health Friendly Communities a comprehensive faith-based stigma reduction curriculum designed for advancing efforts to address and eliminate health disparities for all ethnic and cultural communities. Successfully implemented in eight California counties to

specifically improve outcomes in the African American Community through a contract with CalMHSA's Each Mind Matters Campaign.

July 2009 - Present

Principle- GRC Consulting, Antioch, CA

Offering support and technical assistance to non-profit agencies, faith centers and other grass roots organizations. Work with Leadership to build their infrastructure and capacity to work with governmental agencies while carrying forward their identified vision and values needed to achieve their mission and goals. Organizational development coaching to support the building of effective, proactive boards, design and creation of strategic plans. Fund development support to position entities to respond successfully to public, private and governmental procurement processes and funding opportunities.

May 2007- September 2016

Ethnic Services Manager – Alameda County Behavioral Health Care Services, Oakland CA.

Responsible for insuring services delivery is culturally effective and responsive. Work includes working collaboratively with historically unserved /underserved communities, inappropriately served communities, families, and consumers to promote inclusion and reduce disparities. Core responsibility is focusing on reducing health disparities for unserved, underserved and inappropriately served communities by identifying community defined approaches that best meets their needs.

January 2003 - 2007

Program Specialist - Alameda County Behavioral Health Care Services, Oakland CA. Responsible for monitoring contracts with both mental health and alcohol and other drugs service providers, in the role of a liaison, provide support to management for special projects, provide ancillary resources for SACPA providers, provide supervision and support to Medicare Part D resource staff, provide technical assistance to consumer operated programs.

September 1999 - December 2002

Founding Director of Employment Program – Bay Area Community Services, Oakland CA.

Supervised a staff of 12; which included Job Developers and Job Coaches for an employment program that provided employment supports to individuals with severe psychiatric disabilities throughout Alameda County. Responsibilities included monitoring a contract with the State Dept. of Rehabilitation, hiring staff, training staff, facilitating employment groups working with other CBOs, benefits counseling, fund development, managing the program's budget, preparing program for CARF accreditation.

June 1992 – September 1999

Transitional Employment Program Coordinator – Bay Area Community Services, Oakland CA.

Provided employment and other daily living skills services to adults with severe psychiatric disabilities in a full day psycho-social rehabilitation program. Duties included development of meaningful work in the community for program participants, assisting consumers with removing barriers to employment,

working with employers to develop supportive work environments, job coaching, facilitating of job seeking groups, providing vocational training in food service, clerical, janitorial and landscaping. Responsibilities included Medi-Cal charting and billing. Participated in utilization reviews and other requirements of Alameda County BHCS.

August 1990 – June 1992

Job Developer / Volunteer Coordinator – Catholic Charities of San Francisco, San Francisco CA. Served in the role of an employment counselor and volunteer coordinator for a transitional residential program for homeless youth. Responsibilities included identifying and removing barriers to employment, assisting with development of appropriate employment opportunities. Provided support to individuals and groups of volunteers who connected with the residents to help them reach their goals.

May 1988 – February 1990

Job Developer – Rubicon Programs Inc., Richmond CA. Primarily responsible for development of employment opportunities for adults with various barriers to employment for a rehabilitative program. Facilitated weekly job readiness classes, identified, and removed barriers to employment, worked closely with State Department of Rehabilitation Counselors, provided benefit counseling, served as a consumer and family member advocate.

ADDITIONAL EXPERIENCE

Certified as a foster parent in Alameda and Contra Costa Counties.

Coordinator of a faith based mentoring program for adolescent at risk girls.

Service on the Board of Director for several non-profit agencies.

Served as lead researcher and coordinator for a utilization study addressing the mental health disparity that exist for the African American Community in Alameda County.

Cultural Competency Trainer/CBMCS and other tools.

Honors/Positions

Inducted into the Alameda County Women Hall of Fame, 2002

Recipient of the 2016 NAMI CA Cultural Competency Community Leader Award

Current Chair of the California Mental Health and Spirituality Initiative.

References provided upon request.



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Street

Code

Number to reach you)

Resident of Supervisorial District:

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ **Date:** _____

Submit this application to:
Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

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7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Application Form

Profile

Ricky _____ D _____ Godfrey _____
 First Name Middle Initial Last Name

████████████████████ _____ Suite or Apt _____
 Home Address

████████ _____ CA _____
 City State Postal Code

████████████████████ _____
 Primary Phone

████████████████████ _____
 Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

_____ Job Title
 Employer

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

G.E.D. Certificate

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

As a person who was sent to prison for a crime that I did not commit, and given the fact that the Richmond Cowboys were essential participants in the injustice meted out against me, I believe that I am the perfect example of someone who should be on this committee, board or commission. Also, given the history of racial bias against people of color within the community of Richmond California, it's imperative that I join in with others who may have been affected by racial bias so that not only do we reverse the discrimination, but also see that those practicing such are held accountable and true justice is served. This is why I would like to serve on this board.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

--- Ricky Godfrey

Education, Vocation, and Certifications General Education Diploma (G.E.D.) Solano Community College | 2000-2004 Certified Paralegal and Certified Criminal Law Blackstone Career Institute | 2011 & 2021 --- Core Strengths and Skills Strong communication and public speaking skills Leadership and team collaboration Credible and trustworthy mentor in prison and juvenile reform Conflict resolution and negotiation Dependable, reliable, and punctual Compassionate listening with an emphasis on empathy Effectual writing and documentation skills --- Professional Experience 1. Director of Inside Outreach Prison-From-The-Inside-Out | Present Advocate for prison reform and rehabilitation of incarcerated individuals. Organize and lead outreach programs to provide counseling, guidance, and support for inmates transitioning back into society. Work closely with board members and community stakeholders to implement effective reintegration strategies. Develop initiatives for self-improvement, accountability, and positive life changes in incarcerated populations. Spearhead workshops and seminars on emotional intelligence, conflict management, and personal growth. 2. Mentor (Juvenile Intervention) 1HundredYearsEnterprise | Present Serve as a credible messenger and role model for incarcerated youths. Mentor young offenders within juvenile detention facilities, providing guidance on making better life decisions and steering them away from violence, drugs, and crime. Coordinate with correctional staff and other mentors to create rehabilitation programs focused on education, self-esteem, and entrepreneurship. Assist in the development of initiatives that promote positive behavior change and self-empowerment. 3. Housekeeping Janitor March Creek Apartment Brentwood | Present Clean and sanitize floors, furniture, and equipment. Collect and empty waste baskets. Maintain and repair furniture and equipment as needed. Follow safety procedures to ensure a clean and safe environment. 4. Housekeeping Janitor Community Housing Development Corporation | Present Perform cleaning duties, including sweeping, mopping, and dusting. Clean furniture, fixtures, and windows. Ensure a safe and healthy environment for residents and staff. --- Community Engagement and Volunteerism Critical Thinkers, Inc.: Advocate for youth reform and personal accountability Prison-From-The-Inside-Out: Prison outreach and mentorship 1HundredYearsEnterprise: Juvenile hall intervention programs ---

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Naomi

First Name

Lewis-Mauricio

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

CA

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Ad Hoc African American Holistic Wellness Hub Steering Committee: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Newman University

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

BA Psychology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

All the boards/commissions I've expressed interest in I have a personal connection to. I'm passionate about issues affecting those in my community of Alamo, issues affecting minorities and POCs along with women's rights issues and diversity equity and inclusion. I believe I would add a unique and well rounded perspective to each one of these commissions and also think that my personal and professional experience would be a value add to the commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see the attached resume. In addition to my professional experience I'm also currently serving as PTA Executive Vice President, I sit on the School Site Council, and serve on the Executive Leadership Team all at Rancho Romero Elementary. I have extensive experience volunteering both in and outside of the school and take great pride in the fact that I'm able to give back to my community.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

National Diversity Equity and Inclusion Council- Kaiser Permanente Millennial Business Resource Council- Kaiser Permanente African American Business Resource Council- Kaiser Permanente Parent Teacher Association- Rancho Romero Elementary School Site Council - Rancho Romero Elementary Executive Leadership Team - Rancho Romero Elementary RREF Gala Committee- Rancho Romero Elementary

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

Naomi Lewis-Mauricio

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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Naomi Mauricio

Strategic program management leader with demonstrated experience architecting, overseeing, and implementing change management and process improvement initiatives. Current entrepreneurial venture enhances program management skills and strategic planning capabilities which leads to efficient operations. Possesses a mentor's approach to leadership that aligns team strengths to project goals.

Areas of Expertise

- System Implementation
- Quality
- Project Management
- Compliance
- Strategic Planning
- Organizational Development
- Diversity and Inclusion
- Healthcare
- Process Improvement

Career Experience

Rio Malone, Alamo, CA

2022 – Present

Project Manager and Founder

Launched event management and interior design business from scratch. Partner with client stakeholders including businesses and Chambers of Commerce to conceptualize, plan, and execute corporate fundraisers, events, and luncheons. Develop project budgets, timelines, and oversee daily project logistics.

Key Accomplishments:

- **Conceptualized and executed event for NAHREP** for a new board of directors kickoff event for 300 people and developed 100% of décor for the event (table setups, signage, backdrops).
- **Grew business growth** from a family and friends side business to managing 2+ events per month.

Kaiser Permanente, Oakland, CA

2012 – 2022

Program Manager (2016 – 2022)

Led a team of 4 for the implementation of an automated tool for various sales channels. Liaised cross functionally across multiple executive teams to manage and execute project funding process, develop custom reporting, oversight of program deliverables, and overall program communications.

Key Accomplishments:

- **Architected and implemented a multi-year PMO strategy** for internal leadership.
- **Spearheaded a change management process** for migrating from a legacy platform to an automated one resulting in increased membership growth, reduced processing errors, faster go-to-market strategies, and alignment with corporate approach.
- **Consolidated multiple processes**, expedited requests processing, and end-to-end automation with the implementation of an automated tool for various sales channels.
- **Designed and implemented customized diversity and inclusion trainings** rolled out to departments across Northern California region.
- **Improved staffing processes** for the Commercial Large Group with the creation and implementation of an innovative data-driven staffing model.
- **Founded the department's DEI group** after being a Northern California Lead for the larger national affinity group.
- **Standardized sales competencies** which increased overall productivity nationally.
- **Served on the Project Management Advisory Committee** responsible for establishing standardized project management competencies across the department leading to improved staff alignment, evaluations, and training.

Project Manager (2012 – 2016)

Facilitated the project launch of a healthcare exchange marketplace retail storefronts to support members enrolling on the healthcare exchange while maintaining compliance with state and federal guidelines. Created new roles to support project infrastructure, developed training and strategy, and established project management KPIs and success metrics.

Project Manager Key Accomplishments:

- **Retired legacy technology systems** and migrated frontline membership and enrollment staff to a singular national enrollment system which reduced errors by 80% and increased turnaround times.

- **Ensured 100% alignment and transition support** with the creation of a comprehensive training and onboarding program.
- **Established a comprehensive recruitment and onboarding protocol** for Northern California which increased membership for a key targeted demographic.

Blue Shield of California, San Francisco, CA

2011 – 2012

Project Manager

Led provider communications and transition planning for the ICD10 code migration. Managed a cross functional team of 2 in collaboration with executive leadership to ensure compliance was met and communications to physician partners and ancillary providers were timely and accurate.

Key Accomplishments:

- **Created comprehensive training** materials and communications collateral to ensure a seamless transition.
- **Sat on Project Management Advisory Committee** that spanned the organization with the goal of streamlining project management fundamentals.

Additional Experience

Blue Cross and Blue Shield of Kansas, Account Specialist, Wichita, KS

2009 – 2011

Urban League of Kansas, Account Executive, Wichita, KS

2007 – 2009

Education

Master of Business Administration

Newman University

Bachelor of Arts, Industrial and Organizational Psychology

San Francisco State University

Project Management Certification (PMP), Anticipated October 2024

Technical Skills

Visio, Microsoft Project, Microsoft Office Suite (Word, Excel, PowerPoint, Teams)

Print Form



Contra
Costa
County

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1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name **Last Name**

Home Address - Street **City** **Zip Code**

Phone (best number to reach you) **Email**

Resident of Supervisorial District:

EDUCATION Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
San Francisco State University	Political Science & American Studies (double major)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
JFK College of Law	Law	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name **Seat Name**

Have you ever attended a meeting of the advisory board for which you are applying?

No Yes If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

I was born and raised in Richmond and have seen firsthand how my community has been deeply impacted by mass incarceration. While I have not experienced incarceration, I have had many friends and family members that were caught in the system as youth and adults; both of my brothers experienced incarceration. The barriers that I have seen friends, family, and youth I work with face, can and have in fact had long lasting impacts on their lives. Ensuring that we utilize smart, fiscally responsible and community-centered healing and equitable strategies to provide the necessary support for youth and adults in the system is my passion and why I would like to serve on the Racial Justice Oversight Body.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have been a staff member of the RYSE Center since 2012 and serve as the Director of Education & Justice. As Director of Education & Justice, I lead program development and advocacy and cultivates cross-sector collaborations to address the needs of youth & young adults impacted by education, economic, and criminal & youth legal systems. I am passionate about supporting the development and coordination of youth-friendly and culturally appropriate policies, practices, and supports and work to create avenues for young people to navigate their own liberation and transform systems. I have also had the opportunity to sit on many justice focused advisory boards in the county to support justice reform. The most recent win for the county is the partnership between RYSE, the DA, and Impact Justice to implement Contra Costa County's first pre-charge diversion program. Before joining RYSE, I worked on housing and eviction defense with Bay Area Legal Aid, served a year-long clerkship at San Francisco District Attorney's Office, clerked with Alameda County Public Defender's Office and for the Honorable Donald S. Mitchell, Superior Court of California County of San Francisco.

I am including my resume with this application:

Please check one: Yes No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

I participate or have previously participated on the following county boards: Racial Justice Oversight Body (current, co-chair); Juvenile Justice Coordinating Council (current); JJCC-DJJ subcommittee (current); DA initiated Reimagine Youth Justice meetings (current); Racial Justice Task Force (2017-2018); Youth Justice Initiative Steering Committee (2016-2018); AB 109 Community Advisory Board (2013-2016).

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

RYSE has several grants from the county to provide services for youth

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____

Date: 10/19/20

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

THIS FORM IS A PUBLIC DOCUMENT

Application Form

Profile

Shantell

First Name

Owens

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

CA

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

District Locator Tool

Resident of Supervisorial District:

District 3

Genesis Church

Employer

Executive Director & Co-Pastor

Job Title

Length of Employment

10yrs

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 5

How long have you lived or worked in Contra Costa County?

50yrs

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Faith Leader working with Justice Impacted Individuals

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

several by zoom & 2 in person

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Real Estate Sales

Certificate Awarded for Training?

Yes No

Other Training B

Trauma Healing Specialist

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

I am a Pastor, Real Estate Professional, Certified Trauma Healing Specialist and Revenue Consultant; but also a community advocate. We have several programs in our organization that serve those that are justice impacted and most harmed in our county. My husband and I are also business owners/franchises in Contra Costa County

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I believe I can contribute a fresh perspective to the board to to the changing climate of our community. I am the director of a County Funded youth program called Think Big, which provides tutoring and mentorship to BIPOC youth in Antioch. In addition I'm a mental health advocate and faith leader of Genesis Church, I am active in not only providing healing support, but also work actively to fight food insecurity and homelessness. I would love the opportunity to contribute my expertise and experience to the board. I believe that my lived experiences and heart for the county would be an asset to the team. I love my community.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Community Member since 1973 Real Estate Professional 25yrs Successful Business Owner 22yrs Faith Leader 25yrs Youth Advocate 18yrs Community Advocate 18yrs

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

We received a grant from CCC Behavioral Health to launch a tutoring and mentorship program for youth in Antioch BIPOC community

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Anthony _____ Randolph _____
 First Name Middle Initial Last Name

████████████████████ _____ Suite or Apt _____
 Home Address

████████ _____ CA _____
 City State Postal Code

████████████████████ _____
 Primary Phone

████████████████████ _____
 Email Address

District Locator Tool

Resident of Supervisorial District:

N/A - Out of County

Grace Bible Fellowship of Antioch _____ Program Director _____
 Employer Job Title

Length of Employment

7

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

3

How long have you lived or worked in Contra Costa County?

15

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

USF

Degree Type / Course of Study / Major

BA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

It is a passion of my to use my work back ground, skills and experiences to foster better relationships with all races, genders and other demographics to better exist in an equitable fashion. Having business management experience in upper level management for over 25 years, having my own small business, serving at Grace Bible Fellowship of Antioch staff, on Grace Arms Board of Directors, Championed major events like Martin Luther King Jr Day & Juneteenth and a leader in the non profit world for the last 5 years. Lastly, I have served on juror for the U.S. District Count for over a year.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

see resume

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Anthony Randolph



CHANGE/PROGAM/PROJECT MANAGEMENT OFFICE

Over 26 years of managerial experience and strategic program/project management leadership within varied vertical industries, including Healthcare, Insurance and IT organizations. Strong business management expertise and knowledge to lead technical project/program management professionals. Emphasis on development of strong customer relationships and expert knowledge of program/project life-cycle phases from project initiation through project closure. Through knowledge in Change Management practices and experiences implementing enterprise wide change initiatives. Adapt in managing Program Management Office (PMO) organizations and excel in the ability to operate in diverse stressful environments. Results driven by emphasizing conceptual skills, inspiring teams with critical strategic and innovating thinking, risk taking and risk mitigation.

STRENGTHS

- **Strategic Thinking:** Lead the transformation of regional business direction from telephony to convergence technology enterprises. Provided direct leadership of regional development and operational strategy. Interacted daily with senior management in support of corporate goals. Conducted project planning and reporting. Purposed operational forecasts. Assisted upper management with preparation of regional and capital budgets. Hired, trained and managed regional staff. Restructured installation business from top to bottom.
- **Risk Management:** Developed project management installation methodology monitoring Project Managers projects through the identification of risk factors and mitigation practices that lowered cost overruns by 29%.
- **Results Orientation:** Increased key corporate utilization capacity indicator from 78% productive time to 85% from prior fiscal year results. Drove the Installation Satisfaction return rate from fourth region to first place from a rate of 2% to 38% over a half year fiscal term.
- **Innovation through Quality Control:** Organized a system assurance process that provided critical steps that focused on the right jobs to help mitigate risk and deliver high customer satisfaction. Reduced overall cost overruns by 8%. Drove positive customer satisfaction responses to 96% and increased the installation 90 day cycle time to 98%.
- **Change Management:** Led or took part in several enterprise wide change initiatives, including video to web base organization, hardware to software platform, and complete overhaul of service delivery organizations.

PROFESSIONAL EXPERIENCE

Grace Bible/Grace Arms Fellowship of Antioch - Antioch, CA:

Program Director/Board Member –

8/2015 - Present

Directs staff with major events working with a team of ministries and support teams. Manage all IT/Computer systems, Security alarm systems, website development, and all Media aspects including streaming apps and social media. On the Grace Arms Board I coordinated Grants and fund raising efforts, and participate in Non-Profit strategic board development.

Key Business Results:

- Researched and implemented a new cloud based phone system that supports 25 users.
- Launched new online church system that includes online members from across the United States.
- Re-negotiated IT contracts saving \$28,590 per year.
- Successfully negotiated contracts with non-profit organizations & small business organizations.

Technical Environment:

- Program Management, Operations Management, Incorporating spirituality into business Non-Profit World, Web Design, Video Editing, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects), Streaming and Audio Visual Media platforms.

ARAND Video Services – Pittsburg, CA; Small Business & Family Video Productions:

Owner/Operator/Program Manager –

5/08 - Present

Developed business for providing professional filming, photo and technical video project management. Maintain strategic planning and decision making for evolving website base technologies. Educate and train staff in the utilization of programs such as Adobe Suite of products, MS Office products including MS Projects, and Visio. Chief vendor contract negotiator for business operations including implementations and project management.

Key Business Results:

- Researched and developed an extensive business plan and financial objectives for starting a video production small business organization.

- Successfully launched business for providing professional filming, photo and video productions services.
- Maintain strategic planning and decision making for evolving and change to website base technologies.
- Successfully negotiated contracts with non-profit organizations & small business organizations.

Technical Environment:

- Change Management, Program Management, Operations Management, Strong PM Environmental Knowledge, Web Design, Video Editing, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Siemens – San Jose, CA- 11+ years Managerial Experience with increasing responsibility follows:

Regional (PMO) Project Manager Office (Full Time)

1/06 – 6/08

Lead the transformation of regional business direction from telephony to convergence technology enterprises. Provided direct leadership of regional development and operational strategy. Interacted daily with senior management in support of corporate goals; conducted project planning and reporting; proposed operational forecasts; assisted upper management with preparation of regional and capital budgets; hired, trained and managed regional staff, and restructured installation business from top to bottom.

Key Business Results:

- Developed project management installation methodology; monitoring PM projects through the identification of risk factors and mitigation practices that lowered cost overruns by 29%.

Page -2- Anthony Randolph, Phone: [REDACTED] E-mail: [REDACTED]

- Increased key corporate utilization capacity indicator from 78% productive time to 85% from previous fiscal year. Drove Installation Satisfaction return rate from last to 1st place (*a rate of 2% to 38% over a half year fiscal term*).
- Organized system assurance process which provided critical steps, focused on the right jobs, mitigated risk and delivered high customer satisfaction. Reduced overall cost overruns by 8%, drove positive customer satisfaction responses to 96%, and increased the installation 90 day cycle time to 98%.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Regional Operations Program Manager (Full Time)

5/01 – 1/06

Managed 22 service Customer Engineers in the delivery of telecommunication and data services in the San Francisco Bay area. Provided regular reporting of customer support/field service activities and business performance metrics to senior management on specific initiatives and assignments. Provided after-hour rosters and support for customer support and field service functions necessary to support the business. Directed product improvements and service delivery model advancements.

Key Business Results:

- Restructured Service Delivery Model by introduced ITIL terminology and changed the culture of Customer Engineers from basic telephony switch services to software driven IT model. This reduced the TCO of the service delivery business while realigning 2nd/3rd level delivery support models.
- Created business case to develop a plan to provide hands on VOIP & Data Networking training. This plan was created as an option to provide another alternative to e-learning for the Customer Engineers in my territory. This program was adopted and successfully integrated into the VOIP corporate transition training curriculum.
- Created thorough career development, behavior and technical training plans which focused on core corporate beliefs, performance competencies and technical skills. This improved the overall performance scores for the entire team from an average total score of 84 to 95 for fiscal year 2004/2005.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

Enterprise Customer Program Manager (Full Time)

3/97 – 5/01

Accountable for the Service and Operation functions for top 100 International accounts. Managed service escalations, determined strategic account direction & interfaced with a wide variety of organizational divisions, International and domestic locations. Drove key customer initiatives which influenced sales, service & customers revenue projections.

Key Business Results:

- Established a consulting change base business initiative which ultimately influenced service business partners to overcome escalations and bureaucracy. Plan was adopted nationwide and resulted in increasing overall top 100 accounts uptime from 89% to 97% FY 2000 to 2001.

- Introduced new marketing tune-up service concept which emphasized on having customer's telecom systems fine-tuned to reduce their operating cost. This was achieved by cleaning up unused ports, maximizing software design techniques, eliminated security risks and costly operating expenses. Increased MAC revenue by 8%.

Technical Environment:

- Strong (PMO) Project Office Knowledge, Healthcare Project Management including Kaiser Experience, Advanced MS Suite Knowledge (Excel, Word, PowerPoint, and MS Projects)

EDUCATION: University of San Francisco, San Francisco, CA. BS Degree in Organizational Behavior with emphasis on Change Management.

Managerial & Technical Training Skills:

- Management & Leadership Skills, Strategic Management, Analyzing Strategic Options, Customer Relationship Management, Implementing CRM, Process Management, Understanding Change Management, Managing High Performers, Create a Retention Strategy, HIPAA Overview, Financial Management & Budgeting Essentials, California State Insurance Licensed (Expired), Operations Management Tools, International Business & Cultural Politics, Management Skills Development, Small Business Administration. IT & Telecommunication VOIP concepts, Voice over IP Essentials, ITIL Infrastructure Training, Data Network Security Systems, DataCommunications I & II, Understanding ACDs and Call Center Technologies, MS Project, MS office (Word, Excel, PowerPoint, Access)

Application Form

Profile

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have been involved with the Racial Justice Coalition & the work of the subsequent Task Force since inception. I've played an integral role in ensuring the final recommendations reflect the needs of our greater community & would like to work towards ensuring the implementation follows the spirit of the recommendations. As a trained mediator & negotiator, multicultural & multilingual, as well as one heavily involved in many different community groups throughout the county, I believe I can represent multiple perspectives while maintaining focus on the purpose of the advisory body.

This application is used for all boards and commissions

Cheryl _____ Sudduth _____
First Name Middle Initial Last Name

_____ _____
ma ress

_____ _____
Home Address Suite or Apt

_____ CA _____
City State Postal Code

_____ _____
Primary Phone

_____ _____ _____
Employer Job Title Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

None Selected

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Unit of IL

Name of College Attended

Cellular & Molecular Biology and Biochemistry

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

[CSudduth_res_18km2.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

Other

Racial Justice Task Force meeting

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

I Agree

Summary of Professional Skills

Detail-oriented Contracting Director with extensive experience in local, state, federal, international public/private/commercial contracting & governance. Chief negotiator, evaluator, drafter of wide range of contracts; manage P&Ls; supervise contract specialists & project managers. Valid government clearances.

Project Management | Negotiations | Strategic Oversight | Business Development | Leadership & Team Building | Market Insights | Facilitation & Mediation
Compliance | Budget Management | Public Relations | Legal Acumen | Research & Development | Development | Client & Community Outreach

Professional Contracts & Project Management Experience

- SME & chief resource for all aspects of contract interpretation & administration; senior-level cradle-to-grave contract administration: drafted, negotiated, closed, administered nearly \$500M private, public sector & commercial contracts; preparation, finalization, analysis and administration. Provided leadership, management & oversight of all aspects of entire contract operations process and all regulatory compliance program requirements throughout contract life cycle for private, commercial, public sector (*GSA, USCG, Dept. of the Navy, Dept. of the Army, IRS, SSA, CBP, USDA, FDA, DOD, DOI, FPS, & DHS*) contracts: negotiations, drafting, pre-award & post-award functions, procurement, close-outs, terminations, & administer full range of standard & complex software, hardware, systems, materials, consulting, communications, & services agreements plus other transactions.
- Created new procedures to reduce contracting processing incl. preapproved contract clauses directory to streamline negotiations, checklists to aid in contract review, contract summary sheets and calendar tickler forms to increase efficiencies.
- Directed oversight of real property contract division: drafting, negotiating, closing, administering \$15M-450M in merger & acquisitions, lease management, professional services, and construction of client-owned property or renovated leased property incl. overseeing/conducting due diligence research; defining & documenting project scope; working with architects, construction project managers and the facility engineering team to define, design, plan construction or renovation/alteration and any subsequent scope changes; work with project managers on any additional changes to project scopes or operational plans, any needed maintenance or repair; sourcing materials & resources; vetting vendors; negotiating & administering contracts & leases; preparing documentation; developing timetables and processes for completion; defining inspection criteria, quality assurance and quality surveillance programs; tracking progress and handling any construction or project issues; establishing project evaluation criteria; managing timely delivery of property and services as contracted and inspecting final buildings to ensure final specs and quality standards are met as defined.
- Managed procurement administration: created bid announcements, reviewed/selected LTPA bids suitable to budget & timeline, prepared award letters, purchase agreements, contracts, leases to acquire most cost-effective services & terms; compare prices, discounts, delivery dates, materials & pricing, labor costs, overhead, handling charges, negotiate prices & services, vendor/subcontractor vetting, oversee adherence to contract flow-down provisions.
- Negotiated agency-wide vendor supplies agreements, resulting in monthly incentives for early payments of up to 7.25% & annual savings of 22%.
- Defined, researched, interpreted, & framed complex issues; reviewed contractual & regulatory data; assessed-prioritized-monitored-addressed potential challenges and risks; evaluated alternate solutions; provided clear, concise, insightful contractual analyses & presentations to executive management and outside counsel; recommended feasible actions; developed timetables & processes for completion.
- Project Manager: regularly oversaw, planned, scheduled & organized work of division & program staff incl. flow of activity to accomplish strategic objectives, meet deadlines, stay within budget, exchange information, meet contract specifications & departmental policy. Established priorities, allocated resources & provided appropriate support through project life cycle, incl. utilizing CRM, ERP & other dashboard systems and government proprietary tracking programs to manage performance & resources.
- Developed annual division operating budget for exec review & approval; reviewed & approved financial reports, contracts, budget change requests, & no-cost extensions; closely monitored spending to ensure budgets tracked with approved financial plan & periodically discussed with managers; coordinated integral business components (*purchasing, contracts, construction*); kept all internal/external stakeholders apprised of ongoing project statuses.
- Implemented new cross-departmental management training system, identifying opportunities for managers of different departments to learn new skills and to diversify thought leadership & skills capabilities across agency.
- Worked with HR, Project Teams, Marketing & Client Services to ensure compliance with Sec. 508-Accessibility Standards for Documents. Conducted needs assessment, instructional curriculum design, training materials, tools & resources; developed & facilitated ADA Documentation Remediation Training (*in multiple languages*) following web content accessibility guidelines (*WCAG*) Level AA/AAA or ISO (*International Organization for Standardization*) specificity for various document types - *Adobe PDFs(.pdf), Adobe InDesign(.indd), Microsoft Word(.doc, .docx), Microsoft Excel(.xls, .xlsx), Microsoft PowerPoint(.ppt, .pptx)*. Developed detailed best practices guides for future reference.
- Discovered additional revenue opportunities that increased revenues over \$1.6M annually. Oversaw work of outside agencies, consultants & vendors; worked with sales & operations managers/project managers to develop business proposals & prepare specs & RFPs; coordinated in-house & consultant input for proposal docs; provided management oversight of new opportunities.
- Community Engagement: Advance and communicate organization's mission via effective marketing and public relations. Lead community partner and agency communication efforts inc. strategy planning, developing print media and marketing collateral, media relations, website/electronic communications, crisis communications, & printed materials/publications/photography. Increase engagement of community members through designing & executing marketing campaigns, contests, & other initiatives. Grow existing partner/client base, maintain current relationships & build strategic relationships between organization & local community, non-profit agencies, schools, & government offices. Act as employee advocate.
- Events Management: planned annual *disAbility* Awareness Month activities and Employee recognition Awards events; organized annual/semi-annual training and recognition events for community partners; coordinated special events related to learning, community engagement, and other opportunities for stakeholders, including workshops, panels, site visits, or other programs; collaborated with project managers and community partners on Service & Leadership, MLK Week, *disAbility* Week/Month recognition; annual training & achievements conference planning team member & forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; international delegate at worldwide training & industry events.

Professional Compliance Officer Experience

- Planned and oversaw regulatory program by devising and implementing appropriate strategies for compliance and creating the structures, systems, competencies and monitoring activities to meet requirements; set priorities, determined goals and planned changes; worked directly with managers to communicate, educate and facilitate team productivity, efficiency and proficiency.
- Developed a single quality compliance group with defined standards; implemented specific quality & performance metrics in adherence to applicable contract/organizational policies and procedures, regulatory requirements, external laws and accreditation standards. Managed implementation of adopted national/international performance & quality standards (*ISO 9001, CARF, LEAN, AbilityOne, Goodwill Int'l*) & quality checks.
- Created inspection criteria & checklists to reduce work/prep time & aid staff in noticing errors quicker, improving quality control by 45%.
- Produced quantitative reports/dashboards to measure effectiveness of compliance programs & training; tracked risk mgt issues; summarized cases.

- Coordinated with project managers, contractors and vendors to conduct proper EIRs & ensure all regulatory requirements, incl. all environmental and social impact concerns are defined, properly addressed & documented.
- Worked with advocacy organizations, federal, state & local regulators to ensure each project plan incl. sustainability, recycling measures, water efficiencies, renewable resources, and energy efficiency; & preserved any required historical building features.
- Performed routine & targeted internal audits, monitored reviews to identify trends in potential compliance & privacy risks, recommended corrective action plans as needed. Maintained well-organized, auditable regulatory files. Provided external audit support, coordination, & trend analysis.
- Facilitated & participated in collective bargaining + mediation. Oversaw complaint resolution & grievance processes & procedures, incl. investigated bargaining/non-bargaining unit grievances, interviewing employees, developing & recommending appropriate resolutions & corrective actions, advising managers on communications approaches, documentation, dispute resolution. Conducted grievance hearings.
- Served as AA/EEO Officer, directly conducted or assisted staff with review and investigations of charges of unfair labor practices and employment discrimination claims, incl. assisted in responding to requests to NLRB, EEOC, & State regulatory agency investigations and hearings.
- Advised, trained and provided specific direction to managers to ensure compliance with policies and practices governing workplace rules and conduct, plus applicable laws, regulations and best practices.
- Created culture for learning & continuous improvement: needs assessment, instructional design; developed & disseminated training materials, trainer development, delivery; provide tools & resources for quality, performance management & measurement; train/re-train managers & site supervisors.
- Maintained regulatory intelligence through research, continuing education, regulatory seminars, conferences & meetings to stay abreast of new/emerging regulations. Monitored & maintained up-to-date knowledge of federal, state & applicable international employment laws, pending legislation reported in federal register, updated OIG work plans, revised accreditation standards, & monitored advancements in privacy rights & compliance technologies to determine level & need for inclusion in current policies & procedures/SOPs. Utilized statistical aggregation & analyses, proactive & purposeful communications, and training & monitoring activities to identify, implemented & disseminated best practices.

M₂E₂ Consulting Inc. ~ Principal Consultant, Contracts and Compliance ~ 01.2005-

- Contracts Drafting, Negotiation and Analysis; Contracts & Records Management; Compliance oversight & Regulatory Affairs management. Serve as SME providing expert Technical and Research Assistance (*local, state/federal/industry*).
- Define framework, strategies, and deployment plans for contract management. Administer contract review and approval process utilizing global document management system. Liaise with Legal and Procurement leaders to develop contract templates for major spend categories and an approved clauses & standard agreements templates library for contingent use by contracting staff.
- Develop and direct implementation of strategic goals and objectives, policies, procedures and standards.
- Conduct/analyze gap analyses and evaluations for executive team and other stakeholders incl. local/state/federal entities and other agencies.
- Develop training programs; design training, educational & communications tools & collateral materials for staff, executives, stakeholders & public.
- Provide ongoing execution and management of process & business excellence initiatives utilizing certified, industry-wide best practices (LEAN, TCM, & ISO 9001), aligned with PMI & PMBOK, to provide cradle-to-grave contract management.
- Oversee Procurement & Property Asset Management incl. contract negotiations & administration. Develop, maintain & execute policies, procedures & systems; ensure scalability of processes & systems. Develop best cost-value sourcing processes in coordination with int/ext business partners. Vendor/Supplier vetting. Effect sound QA/QS programs.
- Chief Labor Negotiator: assist in contract bargaining; finalize post-negotiation docs; provide guidance through grievance & arbitration process.
- Directed development of capital improvement plan budgets for approval, as well as monitored implementation of adopted budgets.
- Oversee Real Property transactions: due diligence; M&A; leases; defining & documenting project scope; sourcing; vetting; negotiations; documentation prep; developing timetables; defining inspection criteria, QA/QSP; tracking progress; handling construction/project issues; establishing project eval criteria; managing timely delivery of property/services & final inspections; ensuring proper & timely payment receipts.
- Conduct manager and staff training and provide guidance on building safe, inclusive environments for all workers inc. sexual harassment/AB1825, EEO, DOL, FMLA, ADA, OSHA and workplace safety, policies & compliance matters,
- Community Engagement, Social Equity and Justice: issues chiefly related to job & wage equity, housing security, food justice and access, inclusive community development, leadership development, inclusive public safety, and other issues, while employing true community engagement and empowerment especially that which is committed to building power for communities of color, low-income people, immigrants, and other marginalized people. Build and strengthen relationships with other local community-based organizations. Collaborate with existing community groups, leaders and community members to develop and execute community-based initiatives/campaigns which help to build community power, with a particular focus on housing, community wellness, civil & immigrant rights, food & environmental (clean air & water) justice, and public safety interventions (in a non-punitive, inclusive way). Expand and strengthen grassroots coalition base via recruiting volunteers and developing community leaders. Supervise and mentor leaders. Facilitate leadership classes to educate community on social justice issues; serve as moderator and forum participant. Conduct community outreach and information sharing and engage community in meetings, town halls, listening sessions to determine needs and concerns. Develop and implement specific political and organizing strategies for each campaign. Research, compile, analyze, interpret and summarize complex, information then determine reasonable alternatives and conclusions as well as recommendations for actions/inactions. Advocate policy positions at public forums, City Hall, County Board Administration meetings, and State Legislative sessions. Meet with local, county and state elected officials to discuss community issues and advocate needs.

Goodwill Industries, Inc. / Calidad Industries, Inc., an AbilityOne - affiliated CRP) ~ Senior Director, Contracts & Compliance ~ 02.2003-12.2016

- Contracts Negotiation & Management: cradle to grave, providing leadership to 12-15 project managers & site supervisors. SME & chief resource. Interpreted & analyzed contract terms and potential impacts to Agency incl. translation of issues and proposed alternative contract language/terms.
- Procurement, purchasing, global source selection, RFI/RFP preparation, evaluation, negotiation and issuance, and subcontracting vendor management utilizing standard & customized SRM, ERP and CRM systems.
- Contractor, subcontractor, and vendor compliance: periodic audits and field investigations to confirm compliance with applicable laws, regulations & related policies incl. flow-down terms & conditions, prevailing wage (*SCA/WDR/DBA*) policies and other labor regulations.
- Experienced Labor Negotiator: lead contract bargaining; finalize post-negotiation documents; train and coach managers on supporting union-represented workers; provide guidance through grievance & arbitration process.
- Budget Management: annual budget preparation and revenue projection analyses, quarterly P&L planning and budget management. Conduct periodic audits to ensure compliance with financial regulations. Prepare risk assessments. Advise project team of impact of operational decisions on P&L.
- Regulatory and Contract Compliance Research: reviewed, interpreted, applied and monitored requirements under FLSA, SCA, AbilityOne, DOL, DBRA, FAR, DOD, SOX, OFAC, GLBA, EEO, ADA, FMLA, EDD, KYC, cost-ben analyses, LOCs, Patriot Act, Reg. E, HIPAA and HITECH.

- Quality Management: developed, designed and managed implementation of quality and performance metrics applicable to contract/organizational policies, regulatory requirements, external laws, adopted int'l quality and accreditation standards (*CARF, ISO 9001, AbilityOne, Goodwill Int'l*). Produced quantitative reports/dashboards measuring effectiveness of compliance programs & training; tracked issues & summarized mgt efforts.
- Management Staff Coaching and Guidance: labor and employee relations practices, performance improvement, contract interpretation & administration, developing and implementing strategic initiatives, safety administration, and emerging workforce issues.
- Personnel Compliance: EEO Officer for AbilityOne workforce. Resident SME on laws governing equal employment and fair, consistent treatment of employees. Handled regulatory filings, inquiries, audits, investigations. Facilitated satisfactory resolutions to grievances. Assisted HR with document production to regulatory agencies, investigations. Trained managers and staff and provided guidance on building safe, inclusive environments for all workers (*sexual harassment/AB1825, EEO, DOL, FMLA, ADAAA, OSHA, EHS, and workplace safety*).
- Suggested then helped implement personnel realignment so key individuals communicated critical information & instructions in real-time updates.
- *dis*Ability and AbilityOne Program oversight: HR compliance systems and processes to ensure compliance with regulatory requirements.
- Increased direct labor ratio from 67% to 83% over five years, using intentional direct hiring efforts and enhanced worker training.
- Directed hiring & retention to increase Wounded Warriors & Veterans w/ *dis*Abilities participants, increasing hires by 19.5% FFY14 ->FFY17.
- Chair agency's Quality Work Environment (*QWE*) task force working directly with workers with significant *dis*Abilities to determine most effective ways to help workers be more efficient & productive, leading to increased wages and greater opportunities for advancement and/or competitive employment outside of the agency. Annually, identify & train select workers with significant *dis*Abilities to participate on task force, learn self-advocacy & leadership skills, and attend annual conferences in Washington DC, Los Angeles, Dallas and Sacramento.

Siebel Systems, Inc. (now Oracle Corp.) ~ Sr. Contracts Negotiator ~ 11.1998 – 01.2003

- Senior-level cradle-to-grave contract management incl. drafted, negotiated, closed, administered \$450M of large standard and complex, non-standard software license and professional services agreements and related contractual collateral.
- Worked with senior corporate counsel to establish real property division incl. negotiating & administering real estate contracts for company-owned property & acquisitions, lease management, defined inspections & QA programs. Assisted senior corporate counsel in handling all M&A transactions for real and intellectual property incl. EDD & KYC.
- Worked directly with project team to define project scope, develop timetables and processes for completion, track progress and management issues (*incl. QA & inspection reports or complaints*), evaluation criteria, summarize case management efforts utilizing standard and customized systems (*Siebel, PeopleSoft, SAP, Oracle, Salesforce*), manage and inspect timely delivery of property and services as contracted and proper payments received.
- Created training & negotiation tools (standard contract templates, contract playbooks and clauses repository) for sales, operations & legal team.
- Interpreted & analyzed contract terms & potential impacts to company incl. translation of issues & proposal of alt. language or other resolution(s).
- Developed and delivered on-site contract negotiation training to contracts/sales personnel throughout No. America, So. America, EMEA, and Australia; worked with local legal staff and consultants to create localized versions of agreements, contract manuals, & training materials (*verse in 8 languages*); created user-friendly contract manuals, detailed 'playbooks' and 'best practices guides' for training legal support and sales staff.
- Annual training & achievements conference planning team member and forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; International delegate at worldwide training & industry events.

Sony Signatures Inc. (a division of Sony Pictures Entertainment and Sony Software) ~ Mgr. Contracts/Negotiator ~ 08.1994 – 01.1999

- Managed negotiation & contracting process for standard to complex, public/private sector merchandising license & services agreements, statements of work, amendments, technology, real property, non-disclosures, contractors, distributors, & vendors under tight deadlines with limited direction.
- Interpreted and analyzed contract terms and potential impacts to company incl. translation of issues and proposal of alt. contract language/terms.
- Created, reviewed, updated standard contract templates, playbooks, clauses repository and contract summary sheets.
- Worked with corporate counsel/general counsel on real property transactions incl. due diligence research on international real estate purchases and tax implications, defining & documenting project scope, construction issues & vendor vetting, negotiating contracts & property leases, defining inspection criteria & quality surveillance programs, prep docs, managing property inspections of final building deliveries to ensure final specs met.
- Coordinated tracking & verification activities; communicated with implementation licensees to detail reporting requirements & ensure quarterly reports were submitted accurately and timely. Created & supervised maintenance of databases. Developed & implemented quality pre- & post-contract systems to automate & streamline contract process; proactively monitored compliance for 300+ agts, incl. 2,000+ contracts shared database.
- Assisted with creation, design, testing, & maintenance of Royalty Management System & Lotus Notes. Developed & delivered on-site training to contracts/artist relations personnel in No. America, So. America, EMEA & Australia. Served as U.S. Customs liaison & aided in enforcement of IP rights incl. prep of cease & desist letters and reports of violating companies & products and those involved in detentions and seizures.

Professional Education & Training

- University of Illinois, Urbana-Champaign, Bachelor of Science, Cellular & Molecular Biology/Biochemistry
- Continuing Education, Contracting and Compliance: Virginia Commonwealth University, Defense Acquisition Univ. (DAWIA), NCMA, Strayer Univ.
 - Member, National Contract Management Association (NCMA), Government Contract Management certification, in progress
- Member, International Association for Contract & Commercial Management (IACCM), Certified Contract Management Expert (CCME), in progress
 - Member, American Contract Compliance Association (ACCA), Certification in progress
 - California Diversity Council, National Diversity Council, National Disability Council, National Association of Professional Women
- Specialized: Contracts Management, Contract Claims Management, FAR Administration, Strategies in Contracts Negotiation, Managing Cost Contracts, Cost Contract Accounting Principles, Research & Contracting Strategies, GSA Contracting Basics, Internal Quality Assurance, Art of Negotiation, Fed Compliance, HIPAA, Stark, False Claims Act, Problem Solving & Decision Making, Sexual Harassment AB1825 (Trainer), EEO Officer, ADA & *dis*Ability Awareness (Trainer), Leadership (Trainer).

Professional Awards & Accomplishments

- **Goodwill** 'President's & Chairman's Awards' for outstanding job performance 2003-15.
- **Goodwill** Qualified Trainer in contract compliance, EEO & ADA regulations, management principles, organizational behavior, project management, organizational development, change management, succession planning, strategic planning, personnel management.
- **Goodwill** Community recognition for 'Opening Doors and Building Opportunities for Persons with Disabilities' 2003-16.
- **Siebel** 'President's Award' for outstanding job performance (1 of 10 annual recipients from ~9,000 employees) 1998-2002.
- **Siebel** Legal/Contracts group international 'MVP' staff trainer and coach, 1999-2002.
- **Sony** 'Spotlight Award' for 'Clearly Outstanding Job Performance' (1 of 25 annual recipients of all US employees) 1995-98.
- **Working Mother Magazine** "Mother of the Year" 2005-06, "Workplace Maverick" 2005-06.
- **Oakland Tribune & Contra Costa Times** "Person of Influence" 2006-08, "Community Involvement Award" 2006-08, 11-14, 16-17.
- **City of Albany & Albany Unified School District** "Volunteer of the Year" 2009/10, **Boys & Girls Club** "Valuable Volunteer".

Application Form

Profile

Melvin _____ L _____ Willis _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ CA _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

District Locator Tool

Resident of Supervisorial District:

District 1

Alliance of Californians for _____ Community Organizer _____
 Employer Job Title

Length of Employment

11 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Primary District 1. However, depending on the nature of my work I do work all over Contra Costa.

How long have you lived or worked in Contra Costa County?

Life long Resident

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Racial Justice Oversight Body Seat 2

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

1 Oversight Body meeting, 1 subcommittee meeting, and 5 meetings when the RJOB was known as The Racial Justice Taskforce.

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am a City Councilmember in Richmond and a community organizer. A rising concern in Richmond and Contra Costa County has been the need for more resources for youth programs and services. I want to serve on the commission to make sure that community concerns are being represented and prioritized while implementing strategies through commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

For the past seven years I have worked as a community organizer with the community group ACCE (Alliance of Californians for Community Empowerment). In that capacity over the last four years I worked on issues related to youth and criminal justice reform. Over the last two years I served on the Richmond City Council.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

I have served on a number of boards, commissions, and coalitions over the past seven years. I am currently a Richmond City Councilmember. I have served on the Richmond Planning Commission, the Raise up Richmond Coalition, Housing Now, Richmond Progressive Alliance, Richmond Environmental Justice Coalition, Contra Costa County Racial Justice Coalition, and many other coalitions that focus on Racial and Economic Justice.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Marya _____ Wright _____
 First Name Middle Initial Last Name

████████████████████ _____ Suite or Apt _____
 Home Address

██████████ _____ CA _____
 City State Postal Code

████████████████████ _____
 Primary Phone

██ _____
 Email Address

District Locator Tool

Resident of Supervisorial District:

District 1

Wright Community Services _____
 LLC Founder / CEO
 Employer Job Title

Length of Employment

6 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

1

How long have you lived or worked in Contra Costa County?

3 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Diego State University

Degree Type / Course of Study / Major

Bachelor / Social Work

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Cal State East Bay

Degree Type / Course of Study / Major

Masters / Social Work

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of Southern California

Degree Type / Course of Study / Major

Doctorate / Social Work

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am applying for the Economic Opportunity Council and Racial Justice Oversight Body because I believe my expertise and passion for community service align well with the missions of these advisory boards. As a Doctor of Social Work, entrepreneur, and community advocate, I am deeply invested in ensuring equity, access, and justice within our systems, particularly for marginalized communities.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please view my CV attached to this application.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**Dr. Marya Wright
Founder & CEO**



SUMMARY

Nationally distinguished Black social worker, published author, researcher, consultant, educator, and facilitator. Striving to empower system-involved families through awareness, services, and education while also providing consultation, training, and system specific facilitation to the agencies that services these communities.

EDUCATION

2021–2024 University of Southern California, Los Angeles, CA

Doctor of Social Work (DSW)

DSW Student Ambassador

Distinguished Deans Honor List 2024

Phi Alpha Honor Society, President

\$1,000 Grant Awarded – Spring 2024 Chapter Service Learning and Engagement

\$500 Grant Awarded – Fall 2023 Chapter Service Award

2023–2024 The California State University Equity-Minded Pedagogy Community of Practice

Achievement, Commitment and Accomplishment in Enhancing Educational Equity

Equity-minded data analysis, interviewing for empathy, journey mapping, prototyping for change, and integrating co-creation as part of an equitable course design.

**2021–2024 The California State University Chancellor’s Doctoral Incentive Program
Chancellor Doctoral Fellow**

Published Researcher

2021–2022 The Association of College and University Educators and The American Council on Education (ACUE)

Credential in Effective College Instruction, Teaching Practices Graduate

Micro credential in Promoting Active Learning Online

Micro credential in Designing Student-Centered Courses

Micro credential in Inspiring Inquiry and Lifelong Learning in Your Online Course

Micro credential in Creating an Inclusive and Supportive Online Learning Environment

2017–2023 Board of Behavioral Science Associate Clinical Social Worker

As of November 17, 2021, completed clinical supervision requirements.

Passed the Law and Ethics Exam

2014–2016 California State University, East Bay, Hayward, CA
Master of Social Work (MSW)
 MSW Child Welfare Title IV-E, Graduate
 California Social Work Education Center UC Berkeley, Statewide Student Coordinator

2012–2014 San Diego State University (SDSU), San Diego, CA
Bachelor of Social Work (BSW)
 BSW Child Welfare Title IV-E, Graduate
 Student of the Week, January 5–18, 2014

2009–2012 San Diego City College, San Diego, CA
Associate of Arts in Social Work
 Associated Student Body Vice President

ACADEMIC EXPERIENCE

Summer 2024 School of Social Work, Boston University, Boston, Massachusetts
Online Course Facilitator
 Racial Justice and Cultural Oppression

Fall 2023 – Present Social Work Department, Cal State East Bay, Hayward, CA
Adjunct Professor / Advance Practice: CYF Course Lead
 Generalist Practice in Social Work
 Human Behavior and the Social Environment
 Advance Practice: Children Youth and Families (CYF)

Spring 2020–Present Department of Sociology, Cal State East Bay, Hayward, CA
Lecturer
 Spring 2022 Semester: Soc. 360 (Sociology of Sexualities)
 Fall 2021 Semester: Soc. 360 (Sociology of Sexualities) and Soc. 403 (Sociology of Family)
 Summer 2021 Semester: Soc. 360 (Sociology of Sexualities)
 Winter 2021 Intersession: Soc. 360 (Sociology of Sexualities)
 Fall 2020 Semester: Soc. 403 (Sociology of Family) and Soc. 496.02 (Sexual Violence)
 Spring 2020 Semester: Soc. 410 (Child Welfare Policy)

PROFESSIONAL ACTIVITIES

2019–Present Wright Community Services LLC, Oakland, CA
CEO / President / Marya Wright Consulting / Social Worker. / Qualified Expert Witness

- MSW Student Intern Supervisor for case management services
- Provide private court services for Dependency Investigations contested hearings
- Qualified Expert Witness:
 - Child Welfare Case Management; Child Welfare Safety and Risk Assessments; Family Systems; Parent-Child Relationships; Child Welfare Best Practice
- Independent Contracted Court Services:
 - Alameda County Parent Counsel Panel
 - Dependency Court Social Worker

- Parent Education Social Worker

Contra Costa County Social Worker Attorney Support Panel

- Resentencing

Contra Costa County Public Defender's Office

- Youthful Offender
- Prosecution Initiated Resentencing (PIR)

Federal Criminal Courts

- Criminal Defense Social Worker

Los Angeles County Expert Witness Panel

- Criminal Defense Social Worker

San Francisco City & County Juvenile Dependency Court Attorney Panel

- Court Appointed Family Engagement Specialist, Agent of Attorney

San Francisco City & County Criminal Defense Attorney Panel

- Youthful Offender

- Therapeutic services under supervision by Focused Clinical Solutions for insurance-based clients
- Facilitate and train professionals, community partners, parents, and youth
- Develop and build curriculum for training course content, materials, and participant workbook
- Provide innovating, high-value, and culturally responsive training content for professionals
- Coordinate with program directors, managers, and supervisors to provide necessary training to staff and organization
- Manage consulting business and create and send invoices, scheduling, and prospecting
- Create, code, and update business website to provide accurate information
- Conduct topic research, curriculum development, presentation, and participant workbook design and build continuing education unit trainings that provide high-value education and supplemental learning for professionals.

Training titles and topics offered ([Click here to view Catalog](#))

- Understanding the Benefits of Motivational Interviewing
- Building Client-Centered Relationships with Multisystem-Involved Youth and Families
- Advanced Practice for Professionals Using Motivational Interviewing When Working with System-Involved Youth—Focusing on OARS and the Righting Reflex
- Learning How to Resist the Righting Reflex
- Introduction to Motivational Interviewing for Professionals Working with System-Involved Youth and Families
- Building Relationships with Multisystem Involved Youth and Families: Collaborating, Engaging, and Reframing
- Motivational Interviewing (OARS) Practice and Skills Workshop for Professionals Working with System-Involved Youth and Families
- Resisting the Righting Reflex
- Practical Knowledge for Mandated Reporting in California
- Developing Tools for Working with CSEC Youth in Child Welfare (CSEC 101)
- Improving Our Support and Response to Child Welfare System-Involved Families
- The Impact of Implicit Bias within Clinical Supervision and Manager Roles
- Understanding Implicit Bias and Unconscious Decision-Making
- Understanding How Implicit Bias Affects Case Management
- The Impact of Implicit Bias within Clinical Supervision and Manager Roles
- General Overview of Implicit Bias

- Understanding How Implicit Bias Impacts Case Management
- Developing Effective Teams
- Repairing the Relationship after a Rupture

2022–2024 Focused Clinical Solutions, Oakland, CA

Associate Clinical Social Worker

- Provide therapeutic services for insurance-based clients in California
- Provide treatment planning and services for clients experiencing mental health crisis

2016–2023 Alameda County/Children and Family Service, Oakland, CA

Child Welfare Worker II / Dependency Investigator / Primary Social Worker / Court

- Agency top performing Child Welfare Worker with client engagement
- Supervise and manage caseloads of foster youth and nonminor dependents to point when juvenile court judge decides on disposition for child in custody.
- Review, understand, and comply with Welfare and Institutions (W&I) Code Section 300
- Assess needs and support for clients with mental illness and substance abuse problems
- Collaborate, advise, and partner with court, judge, attorneys, and county council
- Coordinate with district attorneys and special victims' units to conduct and observe forensic interviews
- Conduct investigations and file petitions with juvenile court on behalf of child who has been or is at imminent risk of child abuse or neglected by parent or guardian
- Conduct investigations related to change of dependency status
- Evaluate and make recommendations to juvenile court
- Prepare information for court to ensure compliance with W&I Code Section 300
- Prepare related case and court reports according to legislative and judicial mandates
- Provide intensive casework services to keep families intact or ensure safety of child
- Assess and case manage services needed while hearings associated with determining jurisdiction and disposition proceed
- Coordinate services and activities with therapists, school personnel, hospital staff, and community agencies
- Develop service plans with families to establish specific, measurable, achievable, relevant, time-oriented objectives as appropriate
- Assess and provide support to clients with mental illness, substance abuse problems, and disabilities
- Counsel natural parents considering relinquishment of their child and explain and inform their legal rights
- Collaborate with court, judge, attorneys, and county counsel to determine legal outcomes
- Coordinate with district attorney and Special Victims Unit to conduct and observe forensic interviews
- Volunteer at Annual Caregiver Appreciation Dinner

2015–2016 County of Contra Costa/Child and Family Services, Pleasant Hill, CA

MSW Title IV-E Intern / Primary and Secondary Social Worker / Case Manager / Researcher

- Completed 900 hours of professional education, training, and development in Child Welfare
- Used crisis intervention, motivational interviewing, and strength-based cognitive behavioral therapy

- Received training in commercial sexual exploitation (CSE) of Children 101 and 102
- Provided casework support in home-based setting
- Managed caseloads of more than 10 foster youth aged 0–18 years
- Met with system-involved clients and families who were involuntary and voluntary
- Conducted biopsychosocial assessments, prepared treatment plans, and entered case notes into Child Welfare Services / Case Management System (CWS/CMS)
- Participated in team decision-making, youth treatment meetings, Individualized Education Plan, 504 Plan, Multidisciplinary Team, and disposition interagency executive management meetings to collaborate services ensuring safety and well-being of clients
- Utilized safety decision making (SDM) tool, safety organized practice (SOP), safe measures, CWS/CMS, Outlook, court reports, and court memos to keep updates on client information
- Collaborated with attorneys in dependency court system on client updates and discovery
- Utilized crisis intervention, motivational interviewing, strength-based cognitive behavioral therapy, and multifamily system treatment and engagement tools
- Served clients within emergency response, family maintenance, family reunification, AB 12, Independent Living Skills Program, legal guardianship, and families pursuing alternate modes of permanency
- Observed forensic interviewing for specialized cases with sexual abuse or severe physical abuse

2014–2015 Aldea Treatment Foster Care Agency, Fairfield, CA

MSW Title IV-E Intern / Secondary Social Worker / Case Manager / Trainer

- Managed caseload of foster youth and foster family homes and maintained timely case notes
- Coordinated parent–child visitations to occur weekly and at preferred location
- Supervised parent–child visits, completed visit notes, and provided feedback to parents
- Conducted biopsychosocial and Child & Adolescent Needs and Strengths (CANS) assessments on youth and families
- Prepared treatment plans based on child and family’s needs
- Received and processed prospective foster parent applications
- Managed completion of foster home studies and assessments
- Led coordination and facilitation of foster parent training
- Coordinated and co-led certified Parent Resources for Information, Development, and Education (PRIDE) trainings for foster parents
- Participated in certifications and trainings, including CANS, 3-5-7 Grief and Loss Model, and PRIDE

2013–2014 County of San Diego/Child Welfare Services, Chula Vista, CA

BSW Title IV-E Intern / Secondary Social Worker / Case Manager Assistant

- Completed 400 hours of professional education, training, and development in Child Welfare
- Used structured decision-making risk and safety tools to assess child abuse and neglect
- Interviewed and assessed child safety at the US–Mexican border while coordinating with US Customs and Border Protection
- Managed caseloads of five clients aged 0–18 years as secondary social worker
- Conducted biopsychosocial assessments, prepared treatment plans, and utilized CWS/CMS
- Assessed risk and safety and use of SDM tool
- Met with clients weekly to discuss case plan, goals, and progress

- Shadowed and assisted emergency response, drug endangered children, sexual abuse, court, and reunification case management

2013 Metro of San Diego, San Diego, CA*BSW Intern / Volunteer*

- Assisted in storage, organization, and distribution of food bank and Good Neighbor Center
- Assisted participants with résumé and job skills and applying for county benefits
- Helped students with life skills and schoolwork by utilizing motivational interviewing techniques
- Maintained client case files and documentation
- Attended gang risk intervention meetings and community events

2010–2011 Urban Corps of San Diego, San Diego, CA*Summer Hire-A-Youth Eligibility Clerk*

- Performed administrative duties such as faxing, coping, answering multiline telephones, and filling
- Maintained office organization and operations
- Managed screening applicants for program eligibility requirements and documentation
- Performed outreach activities to engage community
- Prepared tabling booth events, edited videos, promoted programs, and designed posters
- Trained staff in program task and daily operation needs

2009–2012 San Diego Community College District, San Diego, CA*World of Cultures Information Assistant / Executive Director / Manager*

- Managed office documentation and contracts
- Greeted and directed guest speakers to their destination and provided general information
- Managed and served as executive director for Vagina Monologues
- Planned and assisted with special projects and events on campus
- Answered multiline telephone, routed calls, and took accurate messages
- Kept records of budget and finances

2011 Hands Across California, San Diego, CA*Manager/Leader/Student Representative*

- Advertised for event, such as posting status updates on blogs
- Attended workshops, conferences, and conference calls for statewide preparation and training
- Performed duties such as campus email blast, poster creation, and mail services
- Managed student sign-ups to volunteer and community members to participate

2009–2010 TRIO Center San Diego City College, San Diego, CA*Information Assistant*

- Managed office documentation and daily program needs
- Greeted/directed visitors and students to their destination while providing general information
- Answered multiline telephone, routed calls, and took accurate messages
- Planned and assisted with special projects regarding program services and awareness

PROFESSIONAL INVOLVEMENT

- 2023–Present** **Dependency Law Standing Committee, California**
Member
- 2023–Present** **From the Ground Up, Bay Region, California**
Member
- 2023–Present** **Reimagine Child Safety Bay Area and Beyond, California**
Steward in Leadership
Coalition Member
- 2019–2023** **Safety Organized Practice, Alameda County, CA**
Cochair, Implementation Team
Co-lead with division director team of 28 Child Welfare (CW) staff to include coach/field advisors, program managers, parent and youth advocate, case family programs, CW supervisors and managers, staff development specialist, and senior management analyst
Attend State of California, Department of Social Services IV-E Waiver SOP Collaborative
- 2019–2023** **Alameda County Training & Education Center, Alameda County, CA**
Volunteer/Trainer
- 2019–2023** **Equity & Inclusion Fellowship Task Team, Alameda County, CA**
Member
Curriculum support and development
- 2019–2023** **Bay Area Collaboration of American Indian Resources, Oakland, CA**
Member
- 2019–2023** **CSEC Action Team, Oakland, CA**
Workgroup member of California Child Welfare Council
- 2018–2023** **Service Employees International Union Local 1021, Alameda County, CA**
Active Member
Shop Steward, Alameda County Social Services
2021 Convention Delegate
Committee on Political Education, member
Labor Management Team, member
2019 Bargaining Unit 5 for Alameda County Social Services Contract Extension
- 2018–2023** **Human Resources Department Employee Relations Unit Disaster/Emergency Preparedness Program, Alameda County, CA**
Volunteer
- 2016–2023** **Safety Committee, Alameda County, CA**
Member

SPEAKING ENGAGEMENTS

- 2024 39th Annual Pacific Rim International Conference on Disability and Diversity**
Accepted to present on Unlocking Empathy: Confronting the Stigma Surrounding Disabilities and Mental Health – did not present due to funding.
- 2023 22nd Annual Fall Social Work Conference, The University of Alabama**
- 2023 Girl Talk Mental Health Conference**
- 2023 Cal State East Bay CalSWEC Title IV-E Students**
Provided a training on Structured Decision-Making tools used in Child Welfare practice
- 2022 Reality Changers – College Changes Everything, San Diego, CA**
- 2021 San Francisco State University, MSW 1st year students**
- 2021 Safety Organized Practice statewide conference**
- 2021 California Welfare Directors Association (CWDA)**
- 2021 California State University, East Bay, MSW Social Policy Series**
Child Welfare policy development, advocacy, and programs that are developed after policies are enacted connecting historical policy to current policy that dictates social work
- 2020 Alameda County Board of Supervisors' Social Services Committee**
Presented alongside division director and program manager to share update on Children and Family Services Equity & Inclusion Fellowship
- 2018–2019 Panelist for mock interviews for CalSWEC Title IV-E Program**
Prepared MSW students for County Child Welfare employment interviews
- 2017–Present Alameda County Children & Family Services Parent Orientation**
Child Welfare worker, dependency investigator, and guest speaker
- 2016 San Quentin State Prison Restorative Justice Conference**
Connected childhood trauma to adult decisions
- 2016 Leadership Public Schools—Richmond Gompers (Samuel) Continuation School**
Presented on teen partner violence, unhealthy relationships, and internet bullying

CONSULTING, TRAINING, AND FACILITATION

- 2024 East Bay Children's Law Center**

- 2023 Alameda County Behavioral Health Department**
- 2022 Hively**
- 2022 Aspiranet Hope Forward**
- 2022 Foster & Kinship Care Education Program**
- 2021 Richmond Area Multi-Services, Inc.**
- 2021 SENECA**
- 2021 Side by Side**
- 2021 Children’s Law Center of California**
- 2021 Lincoln Family Services**
- 2020 Fred Finch Youth Services**
- 2020 First 5 Alameda**
- 2020 Family Paths, Inc.**
- 2020 East Bay Agency for Children**
- 2019 Alameda County Training and Education Center Volunteer Trainer**
- 2019 A Better Way Inc.**
- 2014 Aldea Children and Family Services**

RESEARCH EXPERIENCE

Imagining new futures beyond predictive systems in child welfare: A qualitative study with impacted stakeholders, 2021 – Published 2022

Middle author

Accepted into the FAccT22, ACM Conference on Fairness, Accountability, and Transparency

California State University, East Bay, Graduate Research Project, August 2015–June 2016

Title: “Descriptive Analysis of the Commercially Sexually Exploited Children in Contra Costa County Foster Care System”

Invited to present at California’s statewide student research competition at CSU, Bakersfield

PUBLISHED CONTRIBUTION

Hohman, M. (2021). *Motivational interviewing in social work practice* (2nd ed.). Guilford Press.

HONORS AND AWARDS

2021 National Association of Black Social Workers, Inc.

Chapter Individual Service Award

2020 Department of Sociology, California State University, East Bay

Exceptional Effort Award

2019 Commendation from Board of Supervisors, County of Alameda, State of California

Completion of the Human Resource Services, Training & Education Center Volunteer
Facilitation Academy

**2019 Developing the Leader in You Series, Alameda County Training & Education
Center**

2019 Certificate of Stewardship, SEIU Local 1021

“In recognition of outstanding commitment to unite working people and achieve a just society”

2019 Alameda County Training & Education Center and Volunteer Trainer Academy

2014 Leadership Award, San Diego State University

“In recognition of your leadership and contribution to the School of Social Work at San Diego
State University”

PROFESSIONAL AFFILIATIONS

National Association of Social Workers, Child Welfare Standards Task Force

Member & Co-Author, 2024 – Present

National Organization of Forensic Social Work

Membership role, 2023 – Present

**National Association of Social Workers, Social and Economic Justice & Peace (SEJP)
Specialty Practice Section**

Membership role, 2023 – Present

Committee Alternate, 2023 – Present

California Society for Clinical Social Work

Membership role, 2022–Present

Training participant, 2021–Present

Bay Area Association of Black Social Workers

Membership role, 2018–Present

Leadership role—Student Outreach and Scholarship committee chair, 2020–2022

National Association of Social Workers, California

Membership role, 2012–2016

Leadership role—California Lobby Days team leader, 2013–2016

National Association of Black Social Workers

Membership role, 2012–Present

UNIVERSITY SERVICE

University of Southern California, Suzanne Dworak-Peck School of Social Work

2023–2024 Phi Alpha Honor Society, Omicron Epsilon Chapter

President

Lead an executive board to fulfill the mission and vision of Phi Alpha and USC honors.

Student volunteer at the Council on Social Work Education Program Meeting

2023–2024 DSW @ USC Student Ambassador

Student Ambassador

Attend student webinars and information session to share experiences and answer questions.

2023–2024 Black Student Social Work Caucus

VAC Representative

Engage, support, and communicate with online student population.

California State University, East Bay

2015–2016 California Social Work Education Center, State of California

Student Coordinator

Elected as one of three student coordinators statewide who managed and led Title IV-E participants from across California in planning and preparing Student Day (a conference for Title IV-E students to attend seminars, network, and focus on social issues/concerns that are influencing social work practice)

2014–2015 California Social Work Education Center, California State University, East Bay

Student Representative

Attended regional meetings with student representatives from Title IV-E programs to discuss social issues and concerns that are influencing social work practice

2015–2016 Title IV-E Club, California State University, East Bay

Chair

Lead group of Title IV-E students in campus activities, networking, and educational needs

San Diego State University

2013–2014 Associated Students

College of Health and Human Services representative

Represented students by advocating, supporting, and being their voice on college counsel and at Associated Student meetings

2013–2014

Student Representative

Recruitment and Retention of Underrepresented Faculty

Attended meetings with university faculty, administrators, and staff (as only student at table, I provided voice for student concerns about lack of diversity within faculty)

Campus Community Commission

Coordinated events and activities that bring public community around SDSU and campus together

Appointments & Review Committee

Interviewed candidates for board of directors
Sustainability representative

Academic Policy & Planning Committee

Advocated for student concerns when addressing academia needs at SDSU

2013–2014 Black Social Work Student Caucus

President

Lead caucus by supporting officers and members and provided support to Black communities while representing Black social workers

2013–2014 Undergraduate Social Work Association, School of Social Work

Curriculum Committee BSW student representative

Attended faculty meetings to discuss curriculum and voice student concerns and interest
Completed research on student outcomes, class needs, and online class considerations

2013–2014 Social Action Committee

Government affairs officer

National Association of Social Work Legislative Lobby Day coordinator
Led largest group of students from SDSU to attend Lobby Days

2012–2014 International Student Tutor Mentor Program*Mentor*

Provided tutoring and mentoring support to international students at SDSU

2012–2014 Fair Trade Committee Member*Treasurer*

Managed campaign to make SDSU recognized Fair Trade University

2012–2013 Social Action Committee*President*

Oversaw logistics of club, such as events; involved in fundraising, community activities, and National Association of Social Workers Legislative Lobby Days

Organized, managed, and led student registration for 2012 President Elections outside of Hepner Hall to support students' learning about election and voter registration

2012–2013 Black Social Work Student Caucus*Treasurer*

Managed funds of student organization and led community service events

2012–2013 Educational Opportunity Program (EOP) and Ethnic Affairs Student Advisory Board*Community college outreach and recruitment officer*

Attended Education Opportunity Program information sessions at community colleges to support transfer student needs

San Diego City College**2010–2011 Associated Student Body Vice President****2010 Associated Student Body Chief Administrator****2010–2012 Price Scholar Recipient****2008–2012 TRIO and Education Opportunity Program and Services Participant****2009–2010 College Success Club President****Merritt College****2008–2009 English Tutor**

Led in-class English tutor support for peers

Eureka Senior High School

Student Government Multicultural Commissioner

Coordinated with assistant principal and attendance secretary to develop and produce school's first-ever Black History Month celebration that lasted entire month (inclusive of African American/Black culture and history while educating staff, teachers, and students)

Distributive Education Clubs of America (DECA) Public Relations Officer

Second place in national competition for business overview project

Navy Junior Reserve Officers' Training Corps (JROTC) Lieutenant Commander

Managed and led three-day military boot camp for over 20 students
Coordinated color flag at school-wide events, inspected uniforms, and managed student needs

Student Mediator

As student leader on campus, provided mediation to peers who had disagreements and required de-escalation support

CONFERENCES ATTENDED

2019 22nd Annual CALICO Alameda County Collaborative Training

Speaker, Cory Jewell Jensen, MS, CCSOT CBI Consulting, Inc.
"People Who Sexually Offend Against children: Understanding and Responding to Crimes Against Children"
Alameda County District Attorney
Center for Child Protection, UCSF Benioff Children's Hospital, Oakland

2019 Bay Area Indian Child Welfare Act (ICWA) Symposium

2019 Northern California 1st Annual Judges' Dinner, Judicial Gathering, Casey Family Programs

2018 California Association of Black Social Workers Symposium

The Homeless Epidemic: Impact on the African American Family & Communities

2018 21st Annual CALICO Alameda County Collaborative Training

Speaker, Sue Hardie, RN, PhD, President, California Professional Society on the Abuse of Children
"Child Sexual Abuse Accommodation Syndrome"
Speak, Jerri Sites, Regional Training Specialist, Southern Regional Children's Advocacy Center
"Research to Practice: Considerations for the MDT Approach to Recantation"

2017 Alameda County Crossover Youth Practice Model

2014 San Diego State University Annual Martin Luther King Jr. Luncheon

CERTIFICATIONS

2020 Shelter Management, American Red Cross

2019 Developing the Leader in You, Alameda County Training and Education Center

2014 PRIDE Training for Foster Parent, Trainer, Aldea Children and Family Services

2014 Early Childhood CANS, Aldea Children and Family Services

2014 3-5-7 Grief and Loss Model © A Well-Being and Safety Practice to Permanency, Aldea Children and Family Services

COMPLETED TRAININGS

2024

Forensic Social Work Certificate Program

2023

Effective Post-Conviction Strategies

Pacific Juvenile Defender Center 20th Annual Roundtable: Testify Training

2020

Commercial Sexual Exploitation of Children (CSEC) 101

COVID-19 Safety

Equity & Inclusion Fellowship (Line Staff), Modules 5–7

Safety Organized Practice (SOP) Coaching—Group

Shelter Fundamentals

Shelter Management

2019

Developing the Leader in You Series: For the Aspiring and Emerging Leader Session 1–6

Emotional Intelligence (EQ)

Coaching for Managers

Commercial Sexual Exploitation (CSE) of Native Americans

Motivational Interviewing Facilitation: A Train the Trainer for Child Welfare Professionals

Safety Organized Practice (SOP) Coaching—Group

Workplace Harassment Prevention for Employees, State of California

Law and Ethics for Youth Service Providers, Sessions 1–2

Equity & Inclusion Fellowship (Line Staff), Modules 1–4

Equity & Inclusion Fellowship (Task Team), Modules 4–5

2018

Adult, Child & Infant CPR with First Aid and AED
Emergency 2-Way Radio Operations
Equity & Inclusion Fellowship (Task Team), Modules 1–3
Law and Ethics: In Social Work and Mental Health Practice
Preventing Sexual Harassment in the Workplace
Safety Organized Practice (SOP) Coaching—Group
Shelter Management
SOP: Behaviorally Based Case Plans
Why Didn't I Run: Understanding Commercially Sexually Exploited Youth for Professionals

2017

Assessment Block: Collaborative Assessment, Planning, and Support: Safety & Risk in Teams
Safety Organized Practice (SOP) Modules 4 and 5
SDM Assessment Knowledge and Skills Lab
SOP Coaching—Group

2016

Assessing for Key Child Welfare Issues
Child Maltreatment Identification
Child Welfare Practice in a Multicultural Environment
Civil Rights
Commercially Sexually Exploited Children (CSEC) 101: Identification & Awareness
Critical Thinking and Assessment
CWS Documentation for Use in Legal System
Educational Rights of Children in Foster Care
Health and Safety in the Workplace
Indian Child Welfare Act (ICWA)
Intimate Partner Violence (IPV)
Introduction to Child Development
Mandated Reporting
Mental Health and Mental Disorders
Preventing Sexual Harassment in the Workplace
Preventing Violence in the Workplace
Program Evaluation and Research
Safety Organized Practice (SOP) Models 1–3
SDM (Structured Decision Making) Skills Lab
Security Awareness: PII
SOGIE—Sexual Orientation, Gender Identity and Expression
Stress Management in Child Welfare Practice
Team Decision Making (TDM)
Time Management in Child Welfare Practice
Values and Ethics
Warrants Training

Racial Justice Oversight Body Seats

- *Four (4) Ex-Officio Members:*
 - ✓ The Sheriff or his designee;
 - ✓ The Chief Probation Officer or her designee;
 - ✓ The Public Defender or her designee;
 - ✓ The District Attorney or her designee;
- *Five (5) Other Appointed Members:*
 - ✓ A representative from the Superior Court, as a non-voting member;
 - ✓ A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;
 - ✓ A representative from the Contra Costa County Office of Education;
 - ✓ A representative from a Local School District;
 - ✓ A representative from Contra Costa County Health Services Department;
- *Ten (10) community-based representatives selected and appointed by the Board of Supervisors:*
 - ✓ Two (2) members of the Contra Costa Racial Justice Coalition;
 - ✓ Two (2) individuals with prior personal criminal or juvenile justice system involvement;
 - ✓ Two (2) representatives from community-based organizations that work with justice-involved populations, any age;
 - ✓ One (1) representative from a community-based organization that works with justice-involved youth
 - ✓ One (1) representative from a faith-based organization;
 - ✓ One (1) representative that is either a school age young person, or from a community-based organization who provides services to school age youth.
 - ✓ One (1) representative is either an individual living with a self-disclosed behavioral health condition, or a family member of an individual living with a behavioral health condition, or from a community-based organization serving individuals living with behavioral health challenges, or a community-based/private licensed/certified behavioral health clinician/practitioner.
- *Four (4) Alternate community-based representatives selected and appointed by the Board of Supervisors -- Must meet any one of the ten (10) qualifications of a community-based representative*



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-64
C.21.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Approve the Board meeting minutes for October, November and December 2024

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE Board meeting minutes for October, November and December 2024, as on file with the Office of the Clerk of the Board.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Government Code Section 25101(b) requires the Clerk of the Board to keep and enter in the minute book of the Board a full and complete record of the proceedings of the Board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code Section 25101(b).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-65
C.22.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: REAPPOINTMENTS TO THE BYRON MUNICIPAL ADVISORY COUNCIL (BMAC)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

REAPPOINT the following individuals to the Byron Municipal Advisory Council to a term expiring December 31, 2028, as recommended by Supervisor Diane Burgis.

Appointee 1
Linda Thuman
Brentwood, CA 94513

Appointee 2
Father Ron Schmit
Byron, CA 94514

Appointee 3
Paula Wherity
Byron, CA 94514

Appointee 4
Dennis Lopez
Byron, CA 94514

Appointee 5
Mike Nisen
Byron, CA 94514

FISCAL IMPACT:

None.

BACKGROUND:

The appointee seats expired on December 31, 2024.

Applications were accepted and the recommendation to reappoint the above individuals was determined.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-66
C.23.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: REAPPOINTMENT TO COUNTY SERVICE AREA P - 6

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

REAPPOINT Bob Mankin to the Appointment 2 seat on the Discovery Bay P- 6 Citizen Advisory Committee to a term expiring December 31, 2026, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

The Appointee 2 seat expired on December 31, 2024, recommendation of reappointment was made.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-67
C.24.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: REAPPOINTMENT TO THE COUNTYWIDE BICYCLE COMMITTEE

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

REAPPOINT, Norman Cohen to the District 3 seat on the Countywide Bicycle Advisory Committee to a term expiring December 31, 2026, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

The committee provides input to the County and the cities of the County on bicycle projects for the Transportation Development Act (TDA) funds to construct bicycle/pedestrian projects and also provide advice to cities and the County on bicycle planning matters.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-68
C.25.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: REAPPOINTMENT TO TRI-DELTA TRANSIT AUTHORITY BOARD OF DIRECTORS

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

REAPPOINT Kevin Romick to the Member 2 Alternate seat on Tri- Delta Transit Authority Board of Directors to a term expiring December 31, 2026, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

Tri- Delta Transit was established to own, operate and maintain a public transit system in an effort to meet public transportation needs in Eastern Contra Costa County.

The term for this seat expires December 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-69
C.26.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Shanelle Scales-Preston, District V Supervisor

Report Title: Re-Appoint the following members to the Rodeo Municipal Advisory Council as recommended by Supervisor Shanelle Scales-Preston.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RE-APPOINT the following individuals to the Rodeo Municipal Advisory Council with a term to expire December 31, 2028 as recommended by Supervisor Shanelle Scales-Preston.

Dr. Anthony Hodge, Seat 1
Deborah Drake, Seat 2
Lauren McCollins, Seat 3
Jeron Davis, Seat 4
Barbara Vargen-Kotchevar, Seat 5

FISCAL IMPACT:

None.

BACKGROUND:

The Rodeo Municipal Advisory Council makes recommendations to the Board of Supervisors on issues and concerns related to County services provided to the unincorporated area of Rodeo.

CONSEQUENCE OF NEGATIVE ACTION:

The seats would remain vacant.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-70
C.27.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Shanelle Scales-Preston, District V Supervisor

Report Title: Re-Appoint the following Members to the Bay Point Municipal Advisory Council as recommended by Supervisor Shanelle Scales-Preston.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

REAPPOINT the following Members to the Bay Point Municipal Advisory Council as recommended by Supervisor Shanelle Scales-Preston.

Saima Shah, Seat 1, with a Term to Expire December 31, 2028
Eva Garcia, Seat 2, with a Term to Expire December 31, 2028
Lupe Lopez, Seat 3, with a Term to Expire December 31, 2028
Marcia Lessley, Seat 4, with a Term to Expire December 31, 2028
Debra Mason, Seat 5, with a Term to Expire December 31, 2028
Eduardo Torres, Seat 6, with a Term to Expire December 31, 2028
Charles Tremaine, Seat 7, with a Term to Expire December 31, 2028

FISCAL IMPACT:

None

BACKGROUND:

The Council advises the Board on: Services which are or may be provided to the Bay Point community by the County or other local government agencies. Such services include, but are not limited to public health, safety, welfare, public works and planning.

CONSEQUENCE OF NEGATIVE ACTION:

The positions would remain vacant.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-71
C.28.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: John Kopchik, Director, Conservation and Development

Report Title: Weatherization Contract Amendment with Ambient Air, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Ambient Air, Inc., to increase the payment limit by \$450,000 to a new payment limit of \$1,050,000, with no changes to the original term ending December 31, 2026, for the purchase or repair of additional heating and air conditioning equipment.

FISCAL IMPACT:

100% State and Federal Weatherization Program Funds. No impact on the County General Fund.

BACKGROUND:

The Department of Conservation and Development (DCD) has partnered with the Employment and Human Services Department (EHSD) for the past 20 years to provide energy-saving home improvements to low income families throughout unincorporated Contra Costa County, as well as the County's 19 cities. This funding is provided by State and federal grant programs including, but not limited to, the Low Income Home Energy Assistance Program (LIHEAP), the Energy Crisis Intervention Program (ECIP), and the Department of Energy (DOE).

With these grants, the Weatherization Program may provide homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, LED (light emitting diode) light bulbs, LED night lights, Tier 2 Advanced power strips, occupancy sensors, weather-stripping, ceiling fans, and attic insulation. Homes receive a blower door test (a diagnostic tool to locate and correct air infiltration), and homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage. Homes with gas appliances are provided with a carbon monoxide alarm.

Under its grant funding contract, the Weatherization Program is required to meet minimum unit production goals (number of homes weatherized) by the end of its annual grant contract term. Failure to maintain the required production goals may result in the State reallocating our share of funding to other counties and could jeopardize our future funding.

The contract with Ambient Air, Inc., became effective on March 15, 2023. The initial term is through December 31, 2026, with a not to exceed limit of \$200,000. On December 12, 2023, the Board of Supervisors approved Amendment No. 1 (File #: 23-1134) with Ambient Air, Inc., to raise the contract limit to \$600,000. At the current rate of utilization, the payment limit needs to be raised to \$1,050,000 to meet the demand for services under this contract through the end term date of December 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:

A denial would prevent DCD Weatherization Program from replacing or repairing heating and air conditioning equipment.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-72
C.29.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: John Kopchik, Director, Conservation and Development

Report Title: Agreement with EDD for Confidential Employment and Wage Data

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract and related indemnity agreement with the State of California, Employment Development Department (EDD), in an amount not to exceed \$3,451, to provide confidential employment and wage data to the County for the period December 1, 2024 through November 30, 2027.

FISCAL IMPACT:

No impact to the County General Fund. The cost will be funded 100% by Land Development Funds. These funds are used to cover an existing contract with Beacon Economics pursuant to which Beacon is required to pay EDD's costs.

BACKGROUND:

The State of California, Employment Development Department (EDD) compiles regional employment and wage data. This data is informative of local and state-wide economic and labor trends and can be a useful tool in developing economic development strategies. This data is, however, confidential and may only be obtained by agreement with EDD. Pursuant to this proposed agreement, the EDD will produce and provide confidential Quarterly Census of Employment and Wages data to the County for the purpose of economic planning and development.

The County has entered into a separate contract with Beacon Economics to perform analysis of employment and employer trends and prepare economic forecasts for the County and its sub-areas (e.g., South County, East County, Supervisorial Districts, etc.). The proposed agreement with EDD authorizes the County to disclose the confidential employment and wage data obtained from EDD to Beacon Economics for the specific purpose of fulfilling the Service Plan set forth in Contract. Under its contract with the County, Beacon Economics is responsible for payment to the EDD for the cost of the confidential data obtained through the proposed agreement.

The proposed agreement requires the County to indemnify the EDD from any losses that arise from the release of confidential employment and wage data by County employees who use the data under the agreement. The proposed agreement also requires that Beacon Economics separately indemnify the EDD from any losses that

arise from the release of confidential employment and wage data by employees of Beacon Economics. In the event the County incurs any losses arising from the release of confidential employment and wage data by employees of Beacon Economics, Beacon Economics is required under its contract with the County to indemnify the County from such losses.

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, the Department of Conservation and Development would not be able to gain statistical data for Contra Costa County economic analysis.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-73
C.30.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Amendments to CCC Employees' Retirement Association Board of Retirement Regulations

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT administrative revisions to the Board of Retirement Regulations, as adopted by the Board of Retirement of the Contra Costa County Employees Retirement Association on December 11, 2024, pursuant to Government Code section 31525.

FISCAL IMPACT:

The adoption of these administrative changes has no fiscal impact to the County.

BACKGROUND:

The following amendments to the Board of Retirement's Regulations, which were adopted by the Contra Costa County Employees' Retirement Association (CCCERA) on December 11, 2024, are presented to the Board of Supervisors for adoption:

Section II Meetings

Per trustee request, and as approved by the Board, the regular Board meetings are changed to the first and third Wednesdays of the month. The amended language is:

Regular meetings are held on the first and third Wednesday of each month at 9:00 a.m. as determined by the Board, in the Board Room of the Contra Costa County Employees' Retirement Association, 1200 Concord Avenue, Suite 350, Concord, California 94520, unless changed by the Board.

CONSEQUENCE OF NEGATIVE ACTION:

Revisions to the Board of Retirement Regulations will not be approved by the Board of Supervisors.

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

**BOARD OF RETIREMENT
REGULATIONS**

**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT
ASSOCIATION
BOARD OF RETIREMENT
REGULATIONS**

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**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT
ASSOCIATION
BOARD OF RETIREMENT
REGULATIONS**

I. ADMINISTRATION

1. Name

The name of this Association is "The Contra Costa County Employees' Retirement Association" ("CCCERA" or the "Association").

2. Board

Whenever used in these Regulations, unless otherwise stated, "Board" and "Board of Retirement" mean CCCERA's Board of Retirement as defined in California Government ("Gov.") Code beginning at Section 31459.

2.1 Alternate Board Members

- A. The alternate safety, alternate appointed and alternate retiree members shall be provided with the same conference, education and manager on-site visit opportunities as all other Board members.
- B. The alternate safety, alternate appointed and alternate retiree members may participate in the deliberations of the Board or its committees including those deliberations held in closed session.
- C. Neither the alternate safety member, the alternate appointed member nor the alternate retiree member shall be entitled to serve as an officer of the Board or committees of the Board.
- D. The alternate retiree member shall be entitled to the same compensation as the retiree member for attending a meeting, pursuant to Gov. Code Section 31521, whether or not the retiree member is in attendance at that meeting.
- E. The alternate appointed member shall be entitled to the same compensation as the fourth, fifth, sixth or ninth member, pursuant to Gov. Code Section 31520.12, whether or not the fourth, fifth, sixth or ninth members attend the meeting.

3. Election of Officers

At the first regular meeting in July, as the first order of business, the Board shall elect a Chairperson, Vice-Chairperson, and Secretary, each to hold office for a term of one year or until a successor is duly elected and qualified. The newly elected officers shall immediately be seated. The Chairperson shall establish the agenda as it relates to administrative or investment matters with the assistance of the Chief Executive Officer. Should an officer for any reason fail to complete their term, the Board shall select a successor for the balance of the expired term at its next regular meeting.

4. Delegation to Chief Executive Officer

In addition to the normal duties required to administer the Association on a day-to-day basis, the Chief Executive Officer is authorized to perform the following duties which are otherwise reserved for the Board:

- A. Issue subpoenas and subpoenas duces tecum under Gov. Code Section 31535.
- B. Release unclaimed funds under Gov. Code Section 31629 provided the claimant has adequately established their identity and makes application for the funds.
- C. Determine, under Gov. Code Section 31724, that the effective date of a member's disability retirement is a date earlier than the date the application was filed if the delay in filing was due to administrative oversight or inability to ascertain permanency and where credible documentation exists to support this fact.
- D. Accept elections for deferred retirement under Gov. Code Section 31700 and affidavits of membership under Gov. Code Section 31526.
- E. Correct prospectively any administrative error in the calculation of retirement benefits, with the issue of retroactive corrections, if any, to be reserved for the Board's exercise of discretion in accordance with the law.

5. Fiscal Year

The fiscal year for budget purposes shall be the calendar year.

II. MEETINGS

1. Regular Meetings

Regular meetings are held on the first and third Wednesday of each month at 9:00 a.m. as determined by the Board in the Board Room of the Contra Costa County Employees' Retirement Association, 1200 Concord Avenue, Suite 350, Concord, California 94520, unless changed by the Board.

2. Quarterly Investment Review

The Board shall review investment manager performance on a quarterly basis, unless changed by the Board.

3. Special Meetings

Special meetings may be called in accordance with the Ralph M. Brown Act.

4. Rules of Order

Unless otherwise provided herein, the general conduct of the Board shall be guided by Robert's Rules of Order, Revised, 1915 edition. All other proceedings, including those of motions and decorum, shall be guided by those provisions pertaining to an "Assembly" as specified in Robert's Rules of Order.

The Chairperson will:

- A. Vote on all Questions
- B. Recognize a member or non-member entitled to speak
- C. Enforce the rules and decorum specified in these Regulations

To end a debate on a pending motion immediately, a voting Board Member may call for the question (by saying "I call the question") which request needs a second from a voting Member. A vote is then held immediately on the called question to end the debate on the main motion first, with no further discussion allowed. A two-thirds (2/3) vote of the voting Members is required for passage. If the motion to call the question is passed, the pending motion on the floor is then voted on immediately, without further debate.

4.a. Board Meeting Agendas and Order of Business

The Board meeting agendas shall comply with the requirements of the Open Meeting Law (Ralph M. Brown Act) and generally provide for a usual order of business, subject to the final setting of agenda matters by the Board Chairperson and the CEO. The usual order of business is as follows:

- A. Public Comment
- B. Approval of minutes
- C. Routine items
- D. Business items, including administrative, investment and actuarial items
- E. Trustee reports on meetings, seminars and conferences
- F. Staff reports
- G. Closed session items will be included in the meeting agenda in the order determined by the Board Chairperson and the CEO.

The Chairperson may modify the order of business in their discretion at any time during the course of the Board meeting. The Agenda may provide for reasonable time limits on any item, including public comment, and the Chairperson may establish reasonable time limits on discussion items during the course of the meeting.

5. Quorum

Five voting Members of the Board present at the meeting shall constitute a quorum. No motion may be passed or business transacted without five affirmative votes.

6. Communications and Requests

Communications and requests should be made in writing and any action of the Board thereon shall be noted in the minutes.

7. Minutes

The minutes or a true copy thereof, prepared in accordance with the Ralph M. Brown Act, shall be signed by the Secretary and the Chairperson, and shall form part of the permanent records of the Board. The reason for a Board member's vote on a Board action shall be included in the minutes when requested by the member.

8. Committees of the Board

The Chairperson shall appoint committees as deemed necessary to carry out the business of the Board. A quorum for a Committee meeting shall consist of three Board Members. Committee meeting will be open to the public, except for meetings of ad-hoc advisory committees consisting of less than a quorum of the full Board. A Chairperson and Vice-Chairperson for each Committee will be appointed by the Board Chairperson.

III. MEMBERSHIP

1. Membership & Exclusion from Membership – By Type of Employment

- A. All officers and employees of the County or districts shall be members of the association as provided in Article 4 under Sections 31550-31567 of the County Employees' Retirement Law of 1937 (Gov. Code Secs. 31450, et seq. "CERL"), unless excluded from membership by this Section. Pursuant to Gov. Code Section 31527(h), an officer or employee's membership entry date shall be adjusted by no more than twelve weeks after their entrance into service in order to facilitate that member establishing reciprocity with another pension system.
- B. The following employees shall be excluded from membership:
 - (i) Temporary, seasonal or independent contract employees who are employed or re-employed for temporary service or at certain specified periods each year.
 - (ii) Intermittent or permanent-intermittent employees who are appointed to serve less than 80% of the full number of working hours required of regular employees or who actually serve less than 80% of such full number of working hours in one year as certified by their appointing authority.
 - (iii) Part-time employees whose service for the County or district is less than fifty (50) percent of the full number or working hours required of full-time employees at that employer.
 - (iv) Project employees, unless the appointing authority certifies that the project is expected to be of one year or more in duration on a greater than part-time basis.

(v) Provisional employees, unless they otherwise meet the requirements for reciprocal benefits with other retirement systems under Article 15 of CERL.

C. In making its determination regarding an employee's inclusion in or exclusion from membership, the Board will not rely solely upon the term given to the type of employment. Rather, the Board will rely upon such additional facts such as the nature of the employment, its expected or actual duration, and its relationship to what is considered full-time, permanent employment.

2. Exclusion from Membership – by Compensation

Except as otherwise herein provided, all employees of the County or district who receive compensation amounting to less than one-hundred (\$100) dollars per month, and in the case of employees paid on other than a monthly basis an average of one-hundred (\$100) dollars per month for the preceding year, including maintenance valued according to the schedule adopted by the governing body, are hereby excluded and exempted from membership in the Retirement Association. Any member of the Retirement Association whose salary is reduced to an amount less than one-hundred (\$100) dollars per month shall have the option of continuing or discontinuing their active membership in the Association.

3. Exclusion from Membership – by Waiver

Newly hired employees age 60 and older may waive membership as authorized by Gov. Code Section 31552. Any such waiver of membership shall be effective only if it is submitted to the CCCERA Chief Executive Officer within 30 days of the employee's date of hire; provided, however, that the Chief Executive Officer may, in their sole and reasonable discretion, waive the time limitation if the newly hired employee establishes good cause for such a waiver.

4. Certifications

Every employee of the County or district within the county whose employees are members of the Association shall, upon entry into the Association, complete a sworn statement as provided for in Gov. Code Section 31526(b) showing the member's name, date of birth, social security number, gender, marital status, employment hours, and the compensation received. The sworn statement shall be received within 30 days of the member's hire date. The Association may require other information as needed. Additionally, the submission by the member's employer to the retirement association of the information outlined above may be submitted electronically to the retirement association with a certification statement of accuracy by the employer.

A certified copy of the member's birth certificate or other evidence of birth may be required by the Board.

It shall be the employer's responsibility to assure compliance with this section. A participating employer shall be assessed a penalty in the amount of the monthly member and employer contributions plus interest at the actuarially assumed rate of return per employee for every month or fraction thereof that the required member sworn statement or certification statement is not submitted. The Association shall notify the employer in writing of the imposition of assessment at least thirty days before the assessment.

5. Electronic Signatures

Pursuant to Government Code Section 31527(i), the Board may use and accept a document requiring a signature that is submitted by a member using an electronic signature, if the document and electronic signature are submitted using technology the Board deems sufficient, as set forth in a policy adopted by the Board, to ensure its integrity, security, and authenticity. A document submitted pursuant to the Board-adopted policy shall be given the same force as a signed, valid original document.

IV. CONTRIBUTIONS AND REPORTING

1. Leave of Absence

When a leave of absence without pay is less than a full calendar month, the full monthly contribution, if available from the member's salary, shall be deducted from the member's earnable compensation and service credit shall be given for a full calendar month. If the amount of the member's salary for the applicable period is less than the contributions due, then no deduction shall be made for service credit. (Gov. Code section 31527, subd. (a).)

Members on stipendiary educational leaves shall continue to make contributions.

2. Due Dates

Each employer shall report to the Association in a manner and frequency as determined by the Board sufficient for the Board to credit contributions and service to each member's record.

Unless otherwise specified in a written agreement between CCCERA and the participating employer, reports shall be due no later than the tenth of each month for the previous month's payroll and shall be accompanied by member and employer contributions. If the tenth of the month falls on a weekend or holiday, the due date shall be the last working day before the tenth. Reports, which are unreadable or incorrect, shall not be accepted and shall be returned to the employer.

Reports and contributions received after the due date shall be considered late and subject to a late reporting penalty equal to: the prime rate in effect on the due date computed on a daily, non-compounding basis and applied to the contributions due.

3. Drops in Payroll

Whenever the employer's reportable payroll drops to a level which is lower than 70% of its payroll during the same period in the preceding year, the Board may investigate the cause. Whenever the employer's reportable payroll drops to a level which is lower than 50% of its payroll during the same period in the preceding year, the Board shall investigate the cause. If the Board determines that the cause is other than temporary it shall determine the amount of contributions due from the employer to continue paying its share of any unfunded liability. This amount shall then be due from the employer in addition to any contributions made on the reduced payroll.

4. Employer Certification

Each report as specified in Section IV.2 shall include or be accompanied by a certification, under penalty of perjury, as to its accuracy. The certification shall be made by a duly authorized representative of the employer.

V. SERVICE

1. Leave of Absence

When a member returns from a medical leave of absence without pay, the member shall receive credit for up to 12 months of the leave time if the member pays an amount equal to what he or she would have paid, including any amount that would have been paid by the member's employer on the member's behalf (i.e., subvented), had he or she not taken the leave together with the interest that such amount would have earned had it been on deposit. Calculation of the cost of the leave purchase and the method of payment for such leave shall be as provided in Gov. Code Section 31646.

2. Prior Service

In establishing the length of prior service for any member entitled to credit therefor, official payroll records or other official records shall be controlling. In the event that any of such records are unavailable, the Board, in its discretion, may accept affidavits of the employee, affidavits of the employee's employer, affidavits of fellow employees or such other sworn evidence as the Board determines to be pertinent.

For the purpose of these Regulations, credit for prior service for a per diem employee entitling the employee to a full year's credit towards retirement shall mean 200 or more workdays of service rendered in any one calendar year including leave of absence, vacation and sick leave duly granted, but not more than one year of credit shall be allowed for service in any one calendar year. Service of less than 200 workdays in any one calendar year shall be credited on the pro-rata basis of 250 workdays per year.

Prior service shall include all service for the employer and all service while on leave from the employer for military duty, which is prior to the establishment of the retirement system.

3. Sick Leave Credit

The following provisions govern the use of sick leave credit toward service credit at retirement under Government Code Sections 31641.01 as adopted by the County Board of Supervisors.

- A. The total hours of sick leave accumulated by the member on the date of retirement, at the rate of one day for each one day earned, shall be certified as to its accuracy in writing under penalty of perjury by the duly authorized representative of the employer.
- B. The Association shall convert the total sick leave into years and fractions of a year using the following equivalencies:
 - (i) For firefighters, accumulated sick leave hours at retirement shall be divided by 2,912 (average number of working hours per year for a firefighter).
 - (ii) For all other members, the accumulated sick leave hours at retirement shall be divided by 2,000 hours (average number of working hours per year).
- C. The formula used to determine the sick leave service credit value shall be the same as used for the member's service category at the time of retirement.

4. Service Purchase

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648, or military service under Government Code Section 31649.5, shall be eligible to make the purchase anytime before applying for retirement.

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648 or military service under Government Code Section 31649.5 shall be permitted to make such purchase in installment payments as provided for in Section V, paragraph 6 of these Regulations.

5. Redeposit of Withdrawn Contributions

On redeposit, a member must pay withdrawn contributions plus any interest as defined in Gov. Code Section 31472.1, subject to Section V, paragraph 8.

The redeposit will exclude contributions subvented by the employer under Gov. Code Secs. 31581.1 31581.2 and 31630, and exclude any Cost of Living (COL) contributions that were not otherwise paid by members as a result of a transfer of excess surplus funds for that year.

6. Installment Payments

Whenever a member elects to purchase prior public service (Gov. Code Sec. 31641.2), prior nonmembership service (Gov. Code Sec. 31641.5), prior military service (Gov. Code Sec. 31649.5), prior service (Gov. Code Sec. 31648), or leave of absence service (Gov. Code Sec. 31646), or elects to redeposit withdrawn service (Gov. Code Sec. 31652), and the member elects to make such purchase or redeposit in installment payments, the following shall govern:

- A. The amount of service represented by each installment payment shall be computed by dividing the amount of the installment payment by the total cost of purchase or redeposit, and multiplying the resulting percent by the total service being purchased or redeposited.
- B. The member's service credit record shall be increased to reflect each installment payment as it is received and shall be applied to the most recent service for which credit is available.
- C. The member's account balance shall be increased to reflect each installment payment as it is received. Unless otherwise certified by the employer, the installment payment will be deemed and credited as after-tax member contributions.
- D. If the member dies, requests a refund, or retires either for service or disability, no further installments shall be accepted. Any benefit payable thereafter shall recognize or include service purchased or redeposited and account balances to date.

- E. If multiple periods of service are eligible for purchase or redeposit, the cost of each period shall be separately computed and any installments shall apply to the most recent service period first.
- F. Unless otherwise prohibited by law (leave of absence without pay under Gov. Code Sec. 31646, prior public service under Gov. Code Sec. 31641.2, and prior nonmembership service under Gov. Code Sec. 31641.5), the member shall be eligible to make installment payments so long as he or she continues to be actively employed.

As for service purchased under Government Code Sections 31641.5 and 31646, such payments may be made by lump sum or by installment payments over a period not to exceed the length of time for which the member has elected to receive credit, in the manner otherwise provided for in this paragraph 6.

As for service purchased under Government Code Section 31641.2, such payments may be made during active employment as a member by lump sum or by installment payments over a period not to exceed five years.

- G. A member may elect installment payments by monthly payroll deductions on a post tax basis.
 - (i) A Purchase Contract must be signed for payroll deductions.
 - (ii) All payroll deduction Purchase contracts must be paid in full by the member's retirement date or within 120 days of termination.
 - (iii) Service credit is posted to member's account at the completion of the contractual payments.

7. Conversion of Tier II Service Credit

Once a member elects or by resolution has been placed into Tier III membership under Gov. Code Sec 31755 he or she is eligible to convert all or any part of Tier II service credit to Tier III service credit.

The member's cost shall be the difference between the total amount he or she and the employer paid into the Association under Tier II and what would have been contributed during the same time if the employee had been under Tier III, together with interest as defined in Section 31472.1, subject to Section V, paragraph 8.

8. Forgiveness of Interest

In cases where a member is redepositing withdrawn contributions, purchasing service credit or converting service credit in accordance with this Section V,

interest shall not include the most recently credited interest amount if all of the following conditions are met:

- A. The member requested a calculation of the cost of the purchase or conversion more than three months prior to the June 30 or December 31 interest crediting date.
- B. The member received the requested calculation after the June 30 or December 31 interest crediting date.
- C. Within 30 days of receipt of the requested calculation the member pays all or a part of the cost with a lump sum payment.

VI. COMPENSATION

1. Compensation for Retirement Purposes.

The Board has adopted a Compensation Earnable Policy and a Pensionable Compensation Policy listing items of compensation that are included in “compensation”, “compensation earnable”, and “final compensation” as defined in Government Code Sections 31460, 31461, 31462.1, and 7522.34. The Retirement Association will provide each employer with a copy of the compensation policies. Each employer is required to transmit promptly to the Retirement Association, contributions on each item of compensation listed in the compensation policies as includible in “compensation”.

2. New or changed pay items.

Each employer shall report to the Association in writing within 30 days of any of the following events:

- A. A new pay item is created.
- B. There has been a change in either an existing pay item or the conditions under which the pay item is computed, accrued or paid.
- C. Notification received after the 30 days adoption shall be considered late and shall be assessed a reporting penalty as defined in Section IV.2.
- D. Upon notification, the Board shall determine whether the pay item is included in “compensation” as defined in Section 31460.

VII. NORMAL RETIREMENT AGE AND BONA FIDE SEPARATIONS

Normal Retirement Age

For purposes of applying the Pension Protection Act of 2006 (“PPA”) and complying with other applicable tax-related laws (such as restrictions on in-service distributions), effective July 1, 2007, the “Normal Retirement Age” for CCCERA members shall be the age set forth in CERL retirement formula for an unreduced benefit that applies to each CCCERA member immediately preceding the effective date of their retirement from a CCCERA employer. For example, the Normal Retirement Age for a member who earns retirement service immediately before retirement under a “3% at 50” retirement formula (Gov. Code section 31664.1) is 50 years of age. The Normal Retirement Age for a member who earns retirement service immediately before retirement under a “2% at 55” retirement formula (Gov. Code section 31676.16) is 55 years of age.

Notwithstanding the foregoing, Normal Retirement Age for CCCERA members shall in no event be earlier than (i) age 55 for CCCERA members who are not Qualified Public Safety Employees (as defined in Internal Revenue Code section 72(t)(10)(B)) immediately prior to their retirement; and (ii) age 50 for CCCERA members who are Qualified Public Safety Employees.

The Board may change or further refine its determination of Normal Retirement Age as described herein in order to comply with any rules or regulations of the Internal Revenue Service or other applicable law. The Board’s current determinations of Normal Retirement Age are based upon the findings and conclusions set forth in Board of Retirement Resolutions 2007-1 and 2007-2.

Bona Fide Separation from Service

A) In order to comply with tax law restrictions on in-service distributions, a member who retires at an age younger than Normal Retirement Age, as defined herein, may not enter into an agreement, either oral or written, prior to the date the member's retirement commences, to be reemployed while retired by the same CCCERA employer, regardless of the length of the member's break in service after retirement. The member must acknowledge in writing to CCCERA at the time of retirement that the member has been informed of these requirements and limitations on post-retirement employment and that no prearrangement to be reemployed while retired exists.

B) A member who retires at an age younger than Normal Retirement Age, as defined herein, must have at least a continuous 90-day break in service from the date of the member's last day of employment prior to being reemployed while retired by the member’s prior CCCERA employer.

C) If a member is reemployed without compliance with subsections (A) and (B) above, the retired member's retirement benefits from CCCERA must cease as soon as practicable upon discovery by CCCERA and will not resume until the member has a bona fide separation from service or reaches Normal Retirement Age, whichever occurs first.

D) A member may return to work prior to the time specified in section (B) above for emergency situations as defined in Government Code Section 8558 and under the return to work restrictions specified in Government Code Section 7522.56 *et seq.* However, prior to returning to work, the retiree must have incurred a bona fide break in service and cannot have entered into a prearranged agreement to be reemployed by the same employer.

E) The definitions, limitations and requirements contained herein shall be provided to every CCCERA member who inquires about retirement.

VIII. WITHDRAWALS

1. Discontinued Service

The service of a member will be considered “discontinued” under Gov. Code Section 31628 only if the member has actually terminated employment and either the termination is due to lay-off or the member is not reemployed by that employer for a period of 45 days.

The service of a member will not be considered discontinued if the member continues to work for the employer or for another participating employer, even if the member’s work schedule is below the minimum number of hours required to qualify for coverage. In these cases interest will continue to be credited to the member's account.

2. Account Withdrawals

All requests to withdraw an account must be in writing.

All payments of an account balance shall be in the form of either or both of the following:

- A. A lump sum distribution
- B. A rollover to an IRA or a new employer’s Qualified Plan per current IRS guidelines.

3. Interest Crediting

Interest is credited to the account of a pending refund request on June 30th or December 31st if the funds have been on deposit for six months or more in accordance with Gov. Code Section 31591.

A member who continues employment in a non-covered position will have interest credited to their account.

4. Account Reinstatement

A member who has appealed a dismissal and has been reinstated by the employer is allowed to redeposit withdrawn retirement contributions, plus interest, and will be reinstated as of the original date of membership in the Association.

IX. NEW PARTICIPATING EMPLOYERS (Section 31557)

All officers and employees of any newly participating district shall become members of the Association as provided in Section 31557.

- A. An actuarial valuation shall be made to determine liability.
- B. The district shall pay the cost of the valuation.

**X. PARTICIPATING EMPLOYER WITHDRAWAL
(SECTIONS 31564 AND 31564.2)**

An employer, by resolution, may withdraw its employees from membership in the Association as provided in Government Code sections 31564 and 31564.2.

- A. Upon notification by an employer that it is considering withdrawing from the Association, the Association will provide the employer with a copy of the Association's Employer Termination Policy.
- B. An employer shall comply with the Association's Employer Termination Policy to ensure the actuarial soundness of the retirement system.

XI. DISPENSING WITH RECALCULATION FOR MINOR DISCREPANCY

1. Closed Accounts

The Board authorizes the Chief Executive Officer to refrain from collecting an under payment or refunding an overpayment of accumulated contributions from a member who has terminated from the association and cannot be located, whenever the amount is fifty dollars (\$50) or less.

2. Active, Deferred and Retiree Accounts

The association may dispense with issuing any check whenever the retroactive liability is five dollars (\$5) or less.

XII. APPLICATIONS FOR DISABILITY RETIREMENT

(Adopted: Retirement Board – June 14, 1977)

(Approved: Board of Supervisors – June 28, 1977)

1. Application Form

An application for service-connected or nonservice-connected disability retirement shall be filed on the Application for Disability Retirement form prescribed by the Board of Retirement, and shall include either a completed Physician's Statement or another form of medical report to support the Application.

2. Effective Date Of Disability Retirement Allowance

(a) The effective date of a disability retirement allowance shall be established pursuant to Gov. Code Section 31724.

(b) The applicant may apply to have the disability retirement allowance become effective earlier than the date the application is filed upon a showing the application was delayed due to administrative oversight or by the inability to determine the permanency of the disability until after the date following the last day for which the applicant received regular compensation, by completing the applicable section of the Application for Disability Retirement form. The failure of the applicant to apply for an earlier effective date at the time the application is filed shall constitute a waiver of the right to apply for an earlier effective date.

3. Denial Without Prejudice

(a) In the event the medical advisor's recommendation is to deny the disability application (without prejudice), the member may submit additional medical information to support the application and/or request a hearing within six (6) months of notice of the denial.

(b) In the event the medical advisor's recommendation is to grant the disability application, the Board of Retirement will review the recommendation and take action on the application for disability retirement. If the Board denies the application (without prejudice), the member may request a hearing within six (6) months of notice of the denial.

4. Request For Hearing

Any applicant for disability retirement shall, upon request, be entitled to a hearing, at the sole discretion of the Board of Retirement, before the Board, or before a referee appointed by the Board pursuant to Gov. Code section 31533. Any such request for hearing shall be in writing, and shall be made within six (6) months after notice of the Board's action denying the application is mailed by certified or registered mail to the applicant. An application is deemed made on the date mailed if mailed by certified or registered mail, on the date postmarked if mailed by first class mail and received, or on the date received by the Association, whichever is earlier.

5. Judicial Review

In any matter in which the party or applicant is entitled to judicial review of any action taken by the Board of Retirement, the petition to the court must be filed within 90 days from the date the notice of the Board's decision is delivered to the party or applicant, or served by certified or registered mail upon the party or applicant or the party's or applicant's attorney.

The procedure for hearings on disability retirement applications that the Board of Retirement or a Referee holds in connection with determination of disability retirement benefits under CERL shall be set forth in the Board of Retirement's separate policy regarding the same.

XIII. CONTINUED EMPLOYMENT OF PARTIALLY DISABLED EMPLOYEES

(Approved: Board of Supervisors – May 9, 1972)

Section 10.1 – Purpose

This regulation governs the procedures for the continued employment of partially disable members pursuant to Government Code Section 31725.5 and County Ordinance Code Section 38-4.402.

Section 10.2 – Definitions

In this regulation, unless otherwise specifically provided, or required by the context, these terms have these meanings:

- A. “Reassignment” means the appointment (pursuant to the Statute, the ordinance and this regulation) of a member to a position, with duties different from, and compensation earnable higher, lower, or the same as, the position for which he is incapacitated.
- B. “Board” means the Board of Retirement (Retirement Board).
- C. “Chief Executive Officer” means the Retirement Administrator as defined in Government Code Section 31522.
- D. “Incapacitated for the performance of their duties” means the permanent inability of the member, due to physical or mental causes, to perform the duties of their specific position.
- E. “Committee” means the Rehabilitation Committee.
- F. “Governing Body” means the Board of Supervisors or the elected officials governing a district.
- G. “District” is defined in Government Code Section 31468.

Section 10.3 – Rehabilitation Committee

- A. A Rehabilitation Committee is hereby established for the purpose of recommending whether a member shall be reassigned.
- B. Except as provided by Section 10.7, this committee shall consist of the following:

- a. The permanent members are a member of the Board designated by it; and the County Administrator, Director of Human Resources and County Health Officer or their designees; and the Chief Executive Officer or their designee, who serves as secretary without a vote.
- b. The appointing authority within the department or district to which the reassignment is proposed or their designee.
- c. The employee and/or their designee, unless he waives membership.

Section 10.4 – Procedure

- A. After an application for disability is filed, the Chief Executive Officer shall consult with the Board’s medical advisor, the member employee and others as necessary, to determine whether a reassignment appears feasible (in view of the members employee’s condition) if the Board later finds the member employee to be incapacitated for the performance of their duties. If a reassignment appear feasible to the Chief Executive Officer, he shall convene the permanent members of the Committee and the employee or their designee, and they shall explore the practicability of returning the member employee to their previous position or reassigning, rehabilitating and/or retraining them.
- B. When a department or district is located to which a reassignment appears feasible, the appointing authority within it shall be added to the Committee (pursuant to Section 10.3B(2) above).
- C. The Committee may make its recommendation to the Board at any time before or after Board action on the application for disability retirement.

Section 10.5 – Reassignment

After the Board determines that the member employee is incapacitated for the performance of their duties, he shall be reassigned, in lieu of being retired for disability, if the appointing authority in the department or district in which he is to be employed and the Governing Body agree to their appointment and the appointment is made in accordance with any applicable merit or Civil Service system rules.

Section 10.6 – Later Retirement

If a member who has accepted reassignment is voluntarily or involuntarily separated from the service thereafter, their retirement benefits and rights, including those of their beneficiaries, shall be determined as if he were being retired on the date of this later separation for the same type of disability retirement as he would have received had he been retired originally instead of reassigned, but a new application may be filed for disability retirement based on their job connected injury or disease occurring

after the first application was filed, and their rights and benefits (including Cost-of-Living retirement adjustments) shall not be less than those to which he would be entitled if he retires for service on the date of their later separation.

Section 10.7

In a district for which the Board of Supervisors is not the governing body, the Chief Executive Officer shall request the district to appoint to the Committee those personnel with functions similar to those of the County Administrator and Director of Human Resources; and such other personnel shall then service on the Committee in lieu of the County Administrator and Director of Human Resources.

XIV. AMENDMENT OF REGULATIONS

Amendments to these regulations require 6 affirmative votes of the Board.

XV. HISTORY

Adopted: 9/14/1999

Amended: 9/18/2001, 12/11/2002, 2/19/2003, 7/9/2003, 8/11/2004, 2/8/2006, 7/11/2007, 9/8/2010, 1/14/2015, 10/23/2019, 4/8/2020, 7/14/2021, 09/25/2024, 12/11/2024

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

**BOARD OF RETIREMENT
REGULATIONS**

**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT
ASSOCIATION
BOARD OF RETIREMENT
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**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT
ASSOCIATION
BOARD OF RETIREMENT
REGULATIONS**

I. ADMINISTRATION

1. Name

The name of this Association is "The Contra Costa County Employees' Retirement Association" ("CCCERA" or the "Association").

2. Board

Whenever used in these Regulations, unless otherwise stated, "Board" and "Board of Retirement" mean CCCERA's Board of Retirement as defined in California Government ("Gov.") Code beginning at Section 31459.

2.1 Alternate Board Members

- A. The alternate safety, alternate appointed and alternate retiree members shall be provided with the same conference, education and manager on-site visit opportunities as all other Board members.
- B. The alternate safety, alternate appointed and alternate retiree members may participate in the deliberations of the Board or its committees including those deliberations held in closed session.
- C. Neither the alternate safety member, the alternate appointed member nor the alternate retiree member shall be entitled to serve as an officer of the Board or committees of the Board.
- D. The alternate retiree member shall be entitled to the same compensation as the retiree member for attending a meeting, pursuant to Gov. Code Section 31521, whether or not the retiree member is in attendance at that meeting.
- E. The alternate appointed member shall be entitled to the same compensation as the fourth, fifth, sixth or ninth member, pursuant to Gov. Code Section 31520.12, whether or not the fourth, fifth, sixth or ninth members attend the meeting.

3. Election of Officers

At the first regular meeting in July, as the first order of business, the Board shall elect a Chairperson, Vice-Chairperson, and Secretary, each to hold office for a term of one year or until a successor is duly elected and qualified. The newly elected officers shall immediately be seated. The Chairperson shall establish the agenda as it relates to administrative or investment matters with the assistance of the Chief Executive Officer. Should an officer for any reason fail to complete their term, the Board shall select a successor for the balance of the expired term at its next regular meeting.

4. Delegation to Chief Executive Officer

In addition to the normal duties required to administer the Association on a day-to-day basis, the Chief Executive Officer is authorized to perform the following duties which are otherwise reserved for the Board:

- A. Issue subpoenas and subpoenas duces tecum under Gov. Code Section 31535.
- B. Release unclaimed funds under Gov. Code Section 31629 provided the claimant has adequately established their identity and makes application for the funds.
- C. Determine, under Gov. Code Section 31724, that the effective date of a member's disability retirement is a date earlier than the date the application was filed if the delay in filing was due to administrative oversight or inability to ascertain permanency and where credible documentation exists to support this fact.
- D. Accept elections for deferred retirement under Gov. Code Section 31700 and affidavits of membership under Gov. Code Section 31526.
- E. Correct prospectively any administrative error in the calculation of retirement benefits, with the issue of retroactive corrections, if any, to be reserved for the Board's exercise of discretion in accordance with the law.

5. Fiscal Year

The fiscal year for budget purposes shall be the calendar year.

II. MEETINGS

1. Regular Meetings

Regular meetings are held on the first and third Wednesday of each month at 9:00 a.m. as determined by the Board in the Board Room of the Contra Costa County Employees' Retirement Association, 1200 Concord Avenue, Suite 350, Concord, California 94520, unless changed by the Board.

2. Quarterly Investment Review

The Board shall review investment manager performance on a quarterly basis, unless changed by the Board.

3. Special Meetings

Special meetings may be called in accordance with the Ralph M. Brown Act.

4. Rules of Order

Unless otherwise provided herein, the general conduct of the Board shall be guided by Robert's Rules of Order, Revised, 1915 edition. All other proceedings, including those of motions and decorum, shall be guided by those provisions pertaining to an "Assembly" as specified in Robert's Rules of Order.

The Chairperson will:

- A. Vote on all Questions
- B. Recognize a member or non-member entitled to speak
- C. Enforce the rules and decorum specified in these Regulations

To end a debate on a pending motion immediately, a voting Board Member may call for the question (by saying "I call the question") which request needs a second from a voting Member. A vote is then held immediately on the called question to end the debate on the main motion first, with no further discussion allowed. A two-thirds (2/3) vote of the voting Members is required for passage. If the motion to call the question is passed, the pending motion on the floor is then voted on immediately, without further debate.

4.a. Board Meeting Agendas and Order of Business

The Board meeting agendas shall comply with the requirements of the Open Meeting Law (Ralph M. Brown Act) and generally provide for a usual order of business, subject to the final setting of agenda matters by the Board Chairperson and the CEO. The usual order of business is as follows:

- A. Public Comment
- B. Approval of minutes
- C. Routine items
- D. Business items, including administrative, investment and actuarial items
- E. Trustee reports on meetings, seminars and conferences
- F. Staff reports
- G. Closed session items will be included in the meeting agenda in the order determined by the Board Chairperson and the CEO.

The Chairperson may modify the order of business in their discretion at any time during the course of the Board meeting. The Agenda may provide for reasonable time limits on any item, including public comment, and the Chairperson may establish reasonable time limits on discussion items during the course of the meeting.

5. Quorum

Five voting Members of the Board present at the meeting shall constitute a quorum. No motion may be passed or business transacted without five affirmative votes.

6. Communications and Requests

Communications and requests should be made in writing and any action of the Board thereon shall be noted in the minutes.

7. Minutes

The minutes or a true copy thereof, prepared in accordance with the Ralph M. Brown Act, shall be signed by the Secretary and the Chairperson, and shall form part of the permanent records of the Board. The reason for a Board member's vote on a Board action shall be included in the minutes when requested by the member.

8. Committees of the Board

The Chairperson shall appoint committees as deemed necessary to carry out the business of the Board. A quorum for a Committee meeting shall consist of three Board Members. Committee meeting will be open to the public, except for meetings of ad-hoc advisory committees consisting of less than a quorum of the full Board. A Chairperson and Vice-Chairperson for each Committee will be appointed by the Board Chairperson.

III. MEMBERSHIP

1. Membership & Exclusion from Membership – By Type of Employment

- A. All officers and employees of the County or districts shall be members of the association as provided in Article 4 under Sections 31550-31567 of the County Employees' Retirement Law of 1937 (Gov. Code Secs. 31450, et seq. "CERL"), unless excluded from membership by this Section. Pursuant to Gov. Code Section 31527(h), an officer or employee's membership entry date shall be adjusted by no more than twelve weeks after their entrance into service in order to facilitate that member establishing reciprocity with another pension system.
- B. The following employees shall be excluded from membership:
 - (i) Temporary, seasonal or independent contract employees who are employed or re-employed for temporary service or at certain specified periods each year.
 - (ii) Intermittent or permanent-intermittent employees who are appointed to serve less than 80% of the full number of working hours required of regular employees or who actually serve less than 80% of such full number of working hours in one year as certified by their appointing authority.
 - (iii) Part-time employees whose service for the County or district is less than fifty (50) percent of the full number or working hours required of full-time employees at that employer.
 - (iv) Project employees, unless the appointing authority certifies that the project is expected to be of one year or more in duration on a greater than part-time basis.

(v) Provisional employees, unless they otherwise meet the requirements for reciprocal benefits with other retirement systems under Article 15 of CERL.

C. In making its determination regarding an employee's inclusion in or exclusion from membership, the Board will not rely solely upon the term given to the type of employment. Rather, the Board will rely upon such additional facts such as the nature of the employment, its expected or actual duration, and its relationship to what is considered full-time, permanent employment.

2. Exclusion from Membership – by Compensation

Except as otherwise herein provided, all employees of the County or district who receive compensation amounting to less than one-hundred (\$100) dollars per month, and in the case of employees paid on other than a monthly basis an average of one-hundred (\$100) dollars per month for the preceding year, including maintenance valued according to the schedule adopted by the governing body, are hereby excluded and exempted from membership in the Retirement Association. Any member of the Retirement Association whose salary is reduced to an amount less than one-hundred (\$100) dollars per month shall have the option of continuing or discontinuing their active membership in the Association.

3. Exclusion from Membership – by Waiver

Newly hired employees age 60 and older may waive membership as authorized by Gov. Code Section 31552. Any such waiver of membership shall be effective only if it is submitted to the CCCERA Chief Executive Officer within 30 days of the employee's date of hire; provided, however, that the Chief Executive Officer may, in their sole and reasonable discretion, waive the time limitation if the newly hired employee establishes good cause for such a waiver.

4. Certifications

Every employee of the County or district within the county whose employees are members of the Association shall, upon entry into the Association, complete a sworn statement as provided for in Gov. Code Section 31526(b) showing the member's name, date of birth, social security number, gender, marital status, employment hours, and the compensation received. The sworn statement shall be received within 30 days of the member's hire date. The Association may require other information as needed. Additionally, the submission by the member's employer to the retirement association of the information outlined above may be submitted electronically to the retirement association with a certification statement of accuracy by the employer.

A certified copy of the member's birth certificate or other evidence of birth may be required by the Board.

It shall be the employer's responsibility to assure compliance with this section. A participating employer shall be assessed a penalty in the amount of the monthly member and employer contributions plus interest at the actuarially assumed rate of return per employee for every month or fraction thereof that the required member sworn statement or certification statement is not submitted. The Association shall notify the employer in writing of the imposition of assessment at least thirty days before the assessment.

5. Electronic Signatures

Pursuant to Government Code Section 31527(i), the Board may use and accept a document requiring a signature that is submitted by a member using an electronic signature, if the document and electronic signature are submitted using technology the Board deems sufficient, as set forth in a policy adopted by the Board, to ensure its integrity, security, and authenticity. A document submitted pursuant to the Board-adopted policy shall be given the same force as a signed, valid original document.

IV. CONTRIBUTIONS AND REPORTING

1. Leave of Absence

When a leave of absence without pay is less than a full calendar month, the full monthly contribution, if available from the member's salary, shall be deducted from the member's earnable compensation and service credit shall be given for a full calendar month. If the amount of the member's salary for the applicable period is less than the contributions due, then no deduction shall be made for service credit. (Gov. Code section 31527, subd. (a).)

Members on stipendiary educational leaves shall continue to make contributions.

2. Due Dates

Each employer shall report to the Association in a manner and frequency as determined by the Board sufficient for the Board to credit contributions and service to each member's record.

Unless otherwise specified in a written agreement between CCCERA and the participating employer, reports shall be due no later than the tenth of each month for the previous month's payroll and shall be accompanied by member and employer contributions. If the tenth of the month falls on a weekend or holiday, the due date shall be the last working day before the tenth. Reports, which are unreadable or incorrect, shall not be accepted and shall be returned to the employer.

Reports and contributions received after the due date shall be considered late and subject to a late reporting penalty equal to: the prime rate in effect on the due date computed on a daily, non-compounding basis and applied to the contributions due.

3. Drops in Payroll

Whenever the employer's reportable payroll drops to a level which is lower than 70% of its payroll during the same period in the preceding year, the Board may investigate the cause. Whenever the employer's reportable payroll drops to a level which is lower than 50% of its payroll during the same period in the preceding year, the Board shall investigate the cause. If the Board determines that the cause is other than temporary it shall determine the amount of contributions due from the employer to continue paying its share of any unfunded liability. This amount shall then be due from the employer in addition to any contributions made on the reduced payroll.

4. Employer Certification

Each report as specified in Section IV.2 shall include or be accompanied by a certification, under penalty of perjury, as to its accuracy. The certification shall be made by a duly authorized representative of the employer.

V. SERVICE

1. Leave of Absence

When a member returns from a medical leave of absence without pay, the member shall receive credit for up to 12 months of the leave time if the member pays an amount equal to what he or she would have paid, including any amount that would have been paid by the member's employer on the member's behalf (i.e., subvented), had he or she not taken the leave together with the interest that such amount would have earned had it been on deposit. Calculation of the cost of the leave purchase and the method of payment for such leave shall be as provided in Gov. Code Section 31646.

2. Prior Service

In establishing the length of prior service for any member entitled to credit therefor, official payroll records or other official records shall be controlling. In the event that any of such records are unavailable, the Board, in its discretion, may accept affidavits of the employee, affidavits of the employee's employer, affidavits of fellow employees or such other sworn evidence as the Board determines to be pertinent.

For the purpose of these Regulations, credit for prior service for a per diem employee entitling the employee to a full year's credit towards retirement shall mean 200 or more workdays of service rendered in any one calendar year including leave of absence, vacation and sick leave duly granted, but not more than one year of credit shall be allowed for service in any one calendar year. Service of less than 200 workdays in any one calendar year shall be credited on the pro-rata basis of 250 workdays per year.

Prior service shall include all service for the employer and all service while on leave from the employer for military duty, which is prior to the establishment of the retirement system.

3. Sick Leave Credit

The following provisions govern the use of sick leave credit toward service credit at retirement under Government Code Sections 31641.01 as adopted by the County Board of Supervisors.

- A. The total hours of sick leave accumulated by the member on the date of retirement, at the rate of one day for each one day earned, shall be certified as to its accuracy in writing under penalty of perjury by the duly authorized representative of the employer.
- B. The Association shall convert the total sick leave into years and fractions of a year using the following equivalencies:
 - (i) For firefighters, accumulated sick leave hours at retirement shall be divided by 2,912 (average number of working hours per year for a firefighter).
 - (ii) For all other members, the accumulated sick leave hours at retirement shall be divided by 2,000 hours (average number of working hours per year).
- C. The formula used to determine the sick leave service credit value shall be the same as used for the member's service category at the time of retirement.

4. Service Purchase

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648, or military service under Government Code Section 31649.5, shall be eligible to make the purchase anytime before applying for retirement.

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648 or military service under Government Code Section 31649.5 shall be permitted to make such purchase in installment payments as provided for in Section V, paragraph 6 of these Regulations.

5. Redeposit of Withdrawn Contributions

On redeposit, a member must pay withdrawn contributions plus any interest as defined in Gov. Code Section 31472.1, subject to Section V, paragraph 8.

The redeposit will exclude contributions subvented by the employer under Gov. Code Secs. 31581.1 31581.2 and 31630, and exclude any Cost of Living (COL) contributions that were not otherwise paid by members as a result of a transfer of excess surplus funds for that year.

6. Installment Payments

Whenever a member elects to purchase prior public service (Gov. Code Sec. 31641.2), prior nonmembership service (Gov. Code Sec. 31641.5), prior military service (Gov. Code Sec. 31649.5), prior service (Gov. Code Sec. 31648), or leave of absence service (Gov. Code Sec. 31646), or elects to redeposit withdrawn service (Gov. Code Sec. 31652), and the member elects to make such purchase or redeposit in installment payments, the following shall govern:

- A. The amount of service represented by each installment payment shall be computed by dividing the amount of the installment payment by the total cost of purchase or redeposit, and multiplying the resulting percent by the total service being purchased or redeposited.
- B. The member's service credit record shall be increased to reflect each installment payment as it is received and shall be applied to the most recent service for which credit is available.
- C. The member's account balance shall be increased to reflect each installment payment as it is received. Unless otherwise certified by the employer, the installment payment will be deemed and credited as after-tax member contributions.
- D. If the member dies, requests a refund, or retires either for service or disability, no further installments shall be accepted. Any benefit payable thereafter shall recognize or include service purchased or redeposited and account balances to date.

- E. If multiple periods of service are eligible for purchase or redeposit, the cost of each period shall be separately computed and any installments shall apply to the most recent service period first.
- F. Unless otherwise prohibited by law (leave of absence without pay under Gov. Code Sec. 31646, prior public service under Gov. Code Sec. 31641.2, and prior nonmembership service under Gov. Code Sec. 31641.5), the member shall be eligible to make installment payments so long as he or she continues to be actively employed.

As for service purchased under Government Code Sections 31641.5 and 31646, such payments may be made by lump sum or by installment payments over a period not to exceed the length of time for which the member has elected to receive credit, in the manner otherwise provided for in this paragraph 6.

As for service purchased under Government Code Section 31641.2, such payments may be made during active employment as a member by lump sum or by installment payments over a period not to exceed five years.

- G. A member may elect installment payments by monthly payroll deductions on a post tax basis.
 - (i) A Purchase Contract must be signed for payroll deductions.
 - (ii) All payroll deduction Purchase contracts must be paid in full by the member's retirement date or within 120 days of termination.
 - (iii) Service credit is posted to member's account at the completion of the contractual payments.

7. Conversion of Tier II Service Credit

Once a member elects or by resolution has been placed into Tier III membership under Gov. Code Sec 31755 he or she is eligible to convert all or any part of Tier II service credit to Tier III service credit.

The member's cost shall be the difference between the total amount he or she and the employer paid into the Association under Tier II and what would have been contributed during the same time if the employee had been under Tier III, together with interest as defined in Section 31472.1, subject to Section V, paragraph 8.

8. Forgiveness of Interest

In cases where a member is redepositing withdrawn contributions, purchasing service credit or converting service credit in accordance with this Section V,

interest shall not include the most recently credited interest amount if all of the following conditions are met:

- A. The member requested a calculation of the cost of the purchase or conversion more than three months prior to the June 30 or December 31 interest crediting date.
- B. The member received the requested calculation after the June 30 or December 31 interest crediting date.
- C. Within 30 days of receipt of the requested calculation the member pays all or a part of the cost with a lump sum payment.

VI. COMPENSATION

1. Compensation for Retirement Purposes.

The Board has adopted a Compensation Earnable Policy and a Pensionable Compensation Policy listing items of compensation that are included in “compensation”, “compensation earnable”, and “final compensation” as defined in Government Code Sections 31460, 31461, 31462.1, and 7522.34. The Retirement Association will provide each employer with a copy of the compensation policies. Each employer is required to transmit promptly to the Retirement Association, contributions on each item of compensation listed in the compensation policies as includible in “compensation”.

2. New or changed pay items.

Each employer shall report to the Association in writing within 30 days of any of the following events:

- A. A new pay item is created.
- B. There has been a change in either an existing pay item or the conditions under which the pay item is computed, accrued or paid.
- C. Notification received after the 30 days adoption shall be considered late and shall be assessed a reporting penalty as defined in Section IV.2.
- D. Upon notification, the Board shall determine whether the pay item is included in “compensation” as defined in Section 31460.

VII. NORMAL RETIREMENT AGE AND BONA FIDE SEPARATIONS

Normal Retirement Age

For purposes of applying the Pension Protection Act of 2006 (“PPA”) and complying with other applicable tax-related laws (such as restrictions on in-service distributions), effective July 1, 2007, the “Normal Retirement Age” for CCCERA members shall be the age set forth in CERL retirement formula for an unreduced benefit that applies to each CCCERA member immediately preceding the effective date of their retirement from a CCCERA employer. For example, the Normal Retirement Age for a member who earns retirement service immediately before retirement under a “3% at 50” retirement formula (Gov. Code section 31664.1) is 50 years of age. The Normal Retirement Age for a member who earns retirement service immediately before retirement under a “2% at 55” retirement formula (Gov. Code section 31676.16) is 55 years of age.

Notwithstanding the foregoing, Normal Retirement Age for CCCERA members shall in no event be earlier than (i) age 55 for CCCERA members who are not Qualified Public Safety Employees (as defined in Internal Revenue Code section 72(t)(10)(B)) immediately prior to their retirement; and (ii) age 50 for CCCERA members who are Qualified Public Safety Employees.

The Board may change or further refine its determination of Normal Retirement Age as described herein in order to comply with any rules or regulations of the Internal Revenue Service or other applicable law. The Board’s current determinations of Normal Retirement Age are based upon the findings and conclusions set forth in Board of Retirement Resolutions 2007-1 and 2007-2.

Bona Fide Separation from Service

A) In order to comply with tax law restrictions on in-service distributions, a member who retires at an age younger than Normal Retirement Age, as defined herein, may not enter into an agreement, either oral or written, prior to the date the member's retirement commences, to be reemployed while retired by the same CCCERA employer, regardless of the length of the member's break in service after retirement. The member must acknowledge in writing to CCCERA at the time of retirement that the member has been informed of these requirements and limitations on post-retirement employment and that no prearrangement to be reemployed while retired exists.

B) A member who retires at an age younger than Normal Retirement Age, as defined herein, must have at least a continuous 90-day break in service from the date of the member's last day of employment prior to being reemployed while retired by the member’s prior CCCERA employer.

C) If a member is reemployed without compliance with subsections (A) and (B) above, the retired member's retirement benefits from CCCERA must cease as soon as practicable upon discovery by CCCERA and will not resume until the member has a bona fide separation from service or reaches Normal Retirement Age, whichever occurs first.

D) A member may return to work prior to the time specified in section (B) above for emergency situations as defined in Government Code Section 8558 and under the return to work restrictions specified in Government Code Section 7522.56 *et seq.* However, prior to returning to work, the retiree must have incurred a bona fide break in service and cannot have entered into a prearranged agreement to be reemployed by the same employer.

E) The definitions, limitations and requirements contained herein shall be provided to every CCCERA member who inquires about retirement.

VIII. WITHDRAWALS

1. Discontinued Service

The service of a member will be considered “discontinued” under Gov. Code Section 31628 only if the member has actually terminated employment and either the termination is due to lay-off or the member is not reemployed by that employer for a period of 45 days.

The service of a member will not be considered discontinued if the member continues to work for the employer or for another participating employer, even if the member’s work schedule is below the minimum number of hours required to qualify for coverage. In these cases interest will continue to be credited to the member's account.

2. Account Withdrawals

All requests to withdraw an account must be in writing.

All payments of an account balance shall be in the form of either or both of the following:

- A. A lump sum distribution
- B. A rollover to an IRA or a new employer’s Qualified Plan per current IRS guidelines.

3. Interest Crediting

Interest is credited to the account of a pending refund request on June 30th or December 31st if the funds have been on deposit for six months or more in accordance with Gov. Code Section 31591.

A member who continues employment in a non-covered position will have interest credited to their account.

4. Account Reinstatement

A member who has appealed a dismissal and has been reinstated by the employer is allowed to redeposit withdrawn retirement contributions, plus interest, and will be reinstated as of the original date of membership in the Association.

IX. NEW PARTICIPATING EMPLOYERS (Section 31557)

All officers and employees of any newly participating district shall become members of the Association as provided in Section 31557.

- A. An actuarial valuation shall be made to determine liability.
- B. The district shall pay the cost of the valuation.

**X. PARTICIPATING EMPLOYER WITHDRAWAL
(SECTIONS 31564 AND 31564.2)**

An employer, by resolution, may withdraw its employees from membership in the Association as provided in Government Code sections 31564 and 31564.2.

- A. Upon notification by an employer that it is considering withdrawing from the Association, the Association will provide the employer with a copy of the Association's Employer Termination Policy.
- B. An employer shall comply with the Association's Employer Termination Policy to ensure the actuarial soundness of the retirement system.

XI. DISPENSING WITH RECALCULATION FOR MINOR DISCREPANCY

1. Closed Accounts

The Board authorizes the Chief Executive Officer to refrain from collecting an under payment or refunding an overpayment of accumulated contributions from a member who has terminated from the association and cannot be located, whenever the amount is fifty dollars (\$50) or less.

2. Active, Deferred and Retiree Accounts

The association may dispense with issuing any check whenever the retroactive liability is five dollars (\$5) or less.

XII. APPLICATIONS FOR DISABILITY RETIREMENT

(Adopted: Retirement Board – June 14, 1977)

(Approved: Board of Supervisors – June 28, 1977)

1. Application Form

An application for service-connected or nonservice-connected disability retirement shall be filed on the Application for Disability Retirement form prescribed by the Board of Retirement, and shall include either a completed Physician's Statement or another form of medical report to support the Application.

2. Effective Date Of Disability Retirement Allowance

(a) The effective date of a disability retirement allowance shall be established pursuant to Gov. Code Section 31724.

(b) The applicant may apply to have the disability retirement allowance become effective earlier than the date the application is filed upon a showing the application was delayed due to administrative oversight or by the inability to determine the permanency of the disability until after the date following the last day for which the applicant received regular compensation, by completing the applicable section of the Application for Disability Retirement form. The failure of the applicant to apply for an earlier effective date at the time the application is filed shall constitute a waiver of the right to apply for an earlier effective date.

3. Denial Without Prejudice

(a) In the event the medical advisor's recommendation is to deny the disability application (without prejudice), the member may submit additional medical information to support the application and/or request a hearing within six (6) months of notice of the denial.

(b) In the event the medical advisor's recommendation is to grant the disability application, the Board of Retirement will review the recommendation and take action on the application for disability retirement. If the Board denies the application (without prejudice), the member may request a hearing within six (6) months of notice of the denial.

4. Request For Hearing

Any applicant for disability retirement shall, upon request, be entitled to a hearing, at the sole discretion of the Board of Retirement, before the Board, or before a referee appointed by the Board pursuant to Gov. Code section 31533. Any such request for hearing shall be in writing, and shall be made within six (6) months after notice of the Board's action denying the application is mailed by certified or registered mail to the applicant. An application is deemed made on the date mailed if mailed by certified or registered mail, on the date postmarked if mailed by first class mail and received, or on the date received by the Association, whichever is earlier.

5. Judicial Review

In any matter in which the party or applicant is entitled to judicial review of any action taken by the Board of Retirement, the petition to the court must be filed within 90 days from the date the notice of the Board's decision is delivered to the party or applicant, or served by certified or registered mail upon the party or applicant or the party's or applicant's attorney.

The procedure for hearings on disability retirement applications that the Board of Retirement or a Referee holds in connection with determination of disability retirement benefits under CERL shall be set forth in the Board of Retirement's separate policy regarding the same.

XIII. CONTINUED EMPLOYMENT OF PARTIALLY DISABLED EMPLOYEES

(Approved: Board of Supervisors – May 9, 1972)

Section 10.1 – Purpose

This regulation governs the procedures for the continued employment of partially disable members pursuant to Government Code Section 31725.5 and County Ordinance Code Section 38-4.402.

Section 10.2 – Definitions

In this regulation, unless otherwise specifically provided, or required by the context, these terms have these meanings:

- A. “Reassignment” means the appointment (pursuant to the Statute, the ordinance and this regulation) of a member to a position, with duties different from, and compensation earnable higher, lower, or the same as, the position for which he is incapacitated.
- B. “Board” means the Board of Retirement (Retirement Board).
- C. “Chief Executive Officer” means the Retirement Administrator as defined in Government Code Section 31522.
- D. “Incapacitated for the performance of their duties” means the permanent inability of the member, due to physical or mental causes, to perform the duties of their specific position.
- E. “Committee” means the Rehabilitation Committee.
- F. “Governing Body” means the Board of Supervisors or the elected officials governing a district.
- G. “District” is defined in Government Code Section 31468.

Section 10.3 – Rehabilitation Committee

- A. A Rehabilitation Committee is hereby established for the purpose of recommending whether a member shall be reassigned.
- B. Except as provided by Section 10.7, this committee shall consist of the following:

- a. The permanent members are a member of the Board designated by it; and the County Administrator, Director of Human Resources and County Health Officer or their designees; and the Chief Executive Officer or their designee, who serves as secretary without a vote.
- b. The appointing authority within the department or district to which the reassignment is proposed or their designee.
- c. The employee and/or their designee, unless he waives membership.

Section 10.4 – Procedure

- A. After an application for disability is filed, the Chief Executive Officer shall consult with the Board’s medical advisor, the member employee and others as necessary, to determine whether a reassignment appears feasible (in view of the members employee’s condition) if the Board later finds the member employee to be incapacitated for the performance of their duties. If a reassignment appear feasible to the Chief Executive Officer, he shall convene the permanent members of the Committee and the employee or their designee, and they shall explore the practicability of returning the member employee to their previous position or reassigning, rehabilitating and/or retraining them.
- B. When a department or district is located to which a reassignment appears feasible, the appointing authority within it shall be added to the Committee (pursuant to Section 10.3B(2) above).
- C. The Committee may make its recommendation to the Board at any time before or after Board action on the application for disability retirement.

Section 10.5 – Reassignment

After the Board determines that the member employee is incapacitated for the performance of their duties, he shall be reassigned, in lieu of being retired for disability, if the appointing authority in the department or district in which he is to be employed and the Governing Body agree to their appointment and the appointment is made in accordance with any applicable merit or Civil Service system rules.

Section 10.6 – Later Retirement

If a member who has accepted reassignment is voluntarily or involuntarily separated from the service thereafter, their retirement benefits and rights, including those of their beneficiaries, shall be determined as if he were being retired on the date of this later separation for the same type of disability retirement as he would have received had he been retired originally instead of reassigned, but a new application may be filed for disability retirement based on their job connected injury or disease occurring

after the first application was filed, and their rights and benefits (including Cost-of-Living retirement adjustments) shall not be less than those to which he would be entitled if he retires for service on the date of their later separation.

Section 10.7

In a district for which the Board of Supervisors is not the governing body, the Chief Executive Officer shall request the district to appoint to the Committee those personnel with functions similar to those of the County Administrator and Director of Human Resources; and such other personnel shall then service on the Committee in lieu of the County Administrator and Director of Human Resources.

XIV. AMENDMENT OF REGULATIONS

Amendments to these regulations require 6 affirmative votes of the Board.

XV. HISTORY

Adopted: 9/14/1999

Amended: 9/18/2001, 12/11/2002, 2/19/2003, 7/9/2003, 8/11/2004, 2/8/2006, 7/11/2007, 9/8/2010, 1/14/2015, 10/23/2019, 4/8/2020, 7/14/2021, 09/25/2024, 12/11/2024



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-74
C.31.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Final Settlement for Buchanan Airport Terminal Project

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the County Administrator, or designee, to sign final Change Order #106 with W. E. Lyons Construction Co. in the amount of \$2,100,000 to settle all claims from the Buchanan Airport Terminal Project.

FISCAL IMPACT:

Funds for the settlement amount are partially from funds already appropriated for the project with the remainder, approximately \$500,000, coming from the General Fund sources including bond interest earned from the bond funds issued as part of the project.

BACKGROUND:

The Buchanan Airport Terminal Project was substantially complete on April 30, 2024. The airport began occupation and operations of the new building on that date. The initial contract amount was \$12,990,000. Mutually agreed change orders, totaling \$2,544,003.42, brought the construction contract amount to a final sum of \$15,534,003.42. During the project W.E. Lyons submitted claims for approximately \$4,100,000. These claims consisted of a variety of issues including delays caused by the County, other agencies having jurisdiction (e.g. PG&E), cost escalation, and disputes about the approved plans and specifications. The County offered, and W.E. Lyons accepted, \$2,100,000 as settlement of all claims and disputes.

CONSEQUENCE OF NEGATIVE ACTION:

Not approving the settlement will expose the County to mediation and potential litigation and all the costs and risk associated with an unknown outcome and could cost the County well in excess of the settlement amount.

**CONTRA COSTA COUNTY
PUBLIC WORKS DEPARTMENT
BUCHANAN AIRFIELD
550 SALLY RIDE DRIVE
CONCORD, CALIFORNIA 94520
(925) 681-4200**

Effective Date: September 19, 2024
File:

CHANGE ORDER NO. 106

Contract for
Construction of: BUCHANAN AIRFIELD AVIATION/ARFF/ADMINISTRATION BUILDING

Effective Date of
Contract: April 27, 2021

Authorization WO5304 and FAA AIP No. 03-06-0050-2

TO: W.E. Lyons Construction
1301 Ygnacio Valley Road, Suite 200
Walnut Creek, CA 94598

You are hereby directed to make the following changes in this Contract:

ADJUSTMENT IN COMPENSATION AT AGREED LUMP SUM PRICE:

Compensate Contractor for settlement of all claims relating to alleged delays, disruption, acceleration, extra expenses, extended overhead, interest, and other impacts on the above project, including without limitation:

Item [insert #]-01: All items described in Contractor's Claim Notices 01 through 06 (Claims #1 through #6) dated 5/17/2023.
Item [insert #]-02: All items described in Contractor's Claim Notices 07 and 08 (Claims #7 and #8) dated 6/2/2023.
Item [insert #]-03: All items described in Contractor's Claim Notice 09 (Claim #9) dated 8/10/2023.
Item [insert #]-04: All items described in Contractor's Claim Notices 11 through 13 (Claims #11 through #13) dated 3/26/2024. \$2,100,000.00
Item [insert #]-05: All items described in Contractor's Claim Notice 14 (Claim #14) dated 5/22/2024 and 6/20/2024.
Item [insert #]-06: All items described in Contractor's Claim Notice 15 (Claim #15) dated 6/5/2024.
Item [insert #]-07: All items described in the RFIs, CORs and TIEs referred to in the above Claim Notices and Claims.

For settlement of the above claims, Contractor shall receive and accept an agreed lump sum of \$2,100,000.00 and a time extension of 478 calendar days. This sum and time extension constitute full and complete compensation for providing all labor, material, equipment, tools, and incidentals, including all markups and overhead by reason of this change. By signature below, Contractor agrees to accept the lump sum and time extension as full compensation for all direct and indirect costs for the Change Order work and as full compensation for any effects the change may have on the project in its entirety and/or on time required to complete the project.

Global Settlement

This Change Order is intended to constitute a global settlement of all claims and issues on this project that have occurred, that have been mentioned in the project records or correspondence, or that could be asserted by Contractor at any time ("Released Claims"), including without limitation all indirect, cumulative, or impact costs arising from or related to the Released Claims. In consideration of payment of the agreed lump sum amount and time extension as specified in this Change Order, Contractor, on behalf of itself, its bonding company(ies), subcontractors, and suppliers, agrees to release and forever discharge County, its officers, agents, employees, architects, consultants, and attorneys from any and all claims, actions, liability, or damages arising from or related to the Released Claims. Nothing in this Change Order shall constitute an admission of liability on the part of County or an admission or implication of the validity of Contractor's claims.

As a further part of the global settlement, Contractor agrees, at its sole expense, to complete the following punch list items no later than February 28, 2025:

- (1) Repair/replace sliding doors in kitchen and watch room that are not rated for exterior use.
- (2) New sweeps under exterior doors
- (3) Repair parking lot birdbath area.

Pending completion of those items, \$200,000 shall be withheld from the agreed lump sum payment. Should Contractor fail to complete the punch list items by the deadline, the withheld amount shall be retained by County and not paid to Contractor.

Contract Summary:

The Original Contract Sum was	\$ 12,990,000.00
Net Change by previously approved Change Orders	\$ 2,544,003.42
The Contract Sum before this Change Order was	\$ 15,534,003.42
Contract Sum will be INCREASED by this Change Order	\$ 2,100,000.00
The new Contract Sum, including this Change Order will be	\$ 17,634,003.42

The Completion Time will be increased by this Change Order by 455 calendar days from January 31, 2023 to April 30, 2024, the date on which County occupied the project.

RECOMMENDED BY:



_____	_____	NA	_____
Vanir Construction Management, Inc	Date	Contra Costa Cty Buchanan Field	Date
R. Eric Martin		Russell Milburn	
Snr Project Manager		Assistant Director of Airports-Operations	

Not valid until signed by both County and Contractor. By signature below, Contractor indicates acceptance of price stated herein as full compensation for all direct and indirect costs for all work described above, and as full compensation for any effects this change may have on the project in its entirety, on the time required to complete the project, and/or on the cost to Contractor of completing the project.

COUNTY:

CONTRACTOR:

By _____	_____	By _____	_____
Contra Costa County	Date	WE Lyons	Date
Greg Baer			
Director of Airports		Title	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-75
C.32.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Blanket Purchase Order for West County Reentry, Treatment and Housing Project (WRTH)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE a blanket purchase order for the West County Reentry, Treatment and Housing Project (WRTH) in an amount not to exceed \$3,000,000, and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the County Administrator, or designee, multiple purchase orders, up to the amount authorized, for furniture, fixtures and equipment necessary to complete the project.

FISCAL IMPACT:

The budget for this project was previously approved by the Board at \$126.5 million, \$70 million in State grant funds and the balance from County Capital reserves. The project budget included a line item of \$5 million for furniture, fixtures and equipment (FF&E). The proposed purchase order amount is less than the previously approved budget line item so there is no further fiscal impact above the previously approved budget.

BACKGROUND:

The WRTH project requires millions of dollars of FF&E be purchased at various times to allow for the timely delivery and installation of all the different types of furniture, IT infrastructure, medical devices and other items to complete the project. The FF&E is purchased from County-approved vendors through the County's purchasing procedures. Multiple purchase orders are often required from a single vendor depending on the lead times for procurement and delivery of specific items to fit into specific time windows to match the contractors schedule for installation and testing. It would be inefficient and cumbersome to bring individual purchase orders to the Board. Individual board orders could also lead to potential delays based on the schedule of Board meetings not matching the lead times necessary for much of the specialized equipment necessary for this project.

CONSEQUENCE OF NEGATIVE ACTION:

Not approving the blanket purchase order could lead to delays in project timelines costing the County money and unnecessarily increasing the number of board orders required to approve the project purchases.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-76
C.33.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: APPROVE APPOINTMENT PROCESS FOR AUDITOR-CONTROLLER

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE process for appointment to vacant office of Auditor-Controller, effective March 30, 2025.

FISCAL IMPACT:

The cost of staff time to conduct recruitment.

BACKGROUND:

On December 13, 2024, Robert Campbell informed the Board of Supervisors and County Administrator of his intent to retire from the office of County Auditor-Controller, effective March 30, 2025. The current term of office for Auditor-Controller began on January 2, 2023, and expires January 4, 2027. Government Code section 25304 requires the Board of Supervisors to appoint someone to fill the vacancy. The person appointed to fill the vacancy will hold the office for the unexpired term; that is, until noon on January 4, 2027.

The Board has used the following process in the past when filling elective office vacancies, appointing the Clerk-Recorder in 2012 and 2019, the District Attorney in 2017, and the Treasurer-Tax Collector in 2024:

- Establishing a period for accepting applications;
- Review qualified applications at a public meeting after the filing deadline;
- Publicly identify the applicants Board wishes to interview;
- Conduct public interviews.

It has been the Board's practice to obtain criminal history information under the authority of Penal Code section 11105(b)(11), before filing a vacancy in an elective office. This allows the County to verify that the person selected is not disqualified from holding office by Constitutional or state statute. The Board also has asked the selected candidate to provide an economic disclosure statement (Form 700).

Qualifications for Office - Education and Experience (Government Code section 26945) Human Resources will validate prior to recruitment.

- The person possesses a valid and active certificate issued by the California Board of Accountancy under

Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant.

- The person possesses a baccalaureate degree from an accredited university, college or other four-year institution with a major in accounting, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, as that section read on December 31, 2009, or a business-related degree that includes at least 24 semester units, or equivalent quarter units, in accounting-related subjects, including, but not limited to accounting, financial reporting, auditing, and taxation, and has served within the last five years in a senior fiscal management position in a county, city or other public agency or a non-profit organization, dealing with similar fiscal responsibilities, including, but not limited to, public accounting or auditing responsibilities, for a continuous period of not less than three years.
- The person has served as County Auditor, Assistant County Auditor, Chief Deputy County Auditor or an equivalent position for a continuous period of not less than three years.

Government Code section 24001 and Elections Code section 201 requires that the appointee for Auditor-Controller as an elected office be a registered voter of Contra Costa County at the time of appointment.

Proposed Recruitment and Appointment Timeline- Human Resources will be conducting the recruitment.

- 1/15/2025 Recruitment commences
- 2/11/2025 Recruitment closes (4 weeks)
- 2/20/2025 Applications Disclosure/Board of Supervisors Agenda Published
- 2/25/2025 Board Identifies Applicants to Interview
- 3/11/2025 Regular Meeting of Board of Supervisors: Interview Applicants and Make Appointment

CONSEQUENCE OF NEGATIVE ACTION:

Negative action would delay establishment of a process for appointment of a County Auditor-Controller for the remainder of the current term of office.

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 608-9300
Fax (925) 646-2649



Harjit S. Nahal
Assistant Auditor-Controller

Joanne Bohren
Assistant Auditor-Controller

December 13, 2024

Contra Costa County Board of Supervisors
1025 Escobar St. 1st Floor
Martinez, Ca 94553

Dear Chair Glover and Board Members,

I am providing this notification of my intent to retire. March 30, 2025, will be last official day and I will be retiring from my position as Auditor-Controller for Contra Costa County.

It has truly been my honor to have served the citizens of Contra Costa County as Auditor-Controller.

I am providing this notice in advance so we can make the transition to the next Auditor-Controller as smooth as possible.

If you have any questions, please contact me.

Sincerely,


Robert Campbell
Auditor-Controller
Contra Costa County

Cc: Monica Nino, County Administrator and Clerk of the Board



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-77
C.34.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Measure X Community Fiscal Oversight Report on Measure X Audit

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the Measure X Community Fiscal Oversight Committee's Report on the Fiscal Year (FY) 21-24 Measure X audit, as recommended by the County Administrator's Office.

FISCAL IMPACT:

None.

BACKGROUND:

Collection of Measure X revenues began April 1, 2024, with the first allocations directed by the Board of Supervisors in November 2021. The Measure X Community Fiscal Oversight Committee is responsible for reviewing the expenditure of tax revenue generated by Measure X to ensure that conforms to the stated intent of the ballot measure and the Board of Supervisors' direction for specific allocations. The Committee also oversees an annual audit of expenditures of tax revenue generated by Measure X, and prepares an annual report of expenditures of tax revenue generated by Measure X. The Committee's role is to advise the Board of Supervisors on these matters. The Committee will not make any funding recommendations.

Throughout 2024, the Measure X Community Fiscal Oversight Committee has met diligently to perform these duties for the three-plus year period of April 1, 2021 through June 20, 2024 (FY21-24). At the Committee's second meeting, the Committee received a report on the audit plan from the County's independent external auditor, Macias Gini & O'Connell. At the Committee's third meeting held October 23, 2024, a report was received from the independent auditor. The Committee discussed the Committee's report, recommendations, and next steps for completing the report. At the Committee's fourth meeting, held November 21, 2024, the Committee discussed and finalized the Committee report, and voted unanimously to direct the Committee report and audit to be transmitted to the Board of Supervisors.

The Committee included the following determinations:

1. A review of the expenditures of Measure X tax revenue found all expenditures and allocations conformed to the stated intent of the ballot measure as approved by the voters of Contra Costa County.
2. A review of the Measure X expenditures found that all expenditures and allocations were spent in conformance with the specific directions and allocations of the Board of Supervisors.
3. The committee approved the outside audit report conducted by the firm MGO for the period of 4/1/2021

through 6/30/2024, which found no material errors and the financial reports accurately reflected the allocations and expenditures for the time period in question.

The Committee also commended the new Measure X website and related reporting tools, as presented at the Board of Supervisors' November 12, 2024 meeting.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be able to review and accept the Measure X Community Fiscal Oversight Committee's assigned report and related responsibilities.

Date: 11/21/24
To: Board of Supervisors
Contra Costa County
From: Measure X Fiscal Oversight Committee Report
Subject: Committee Report on Fiscal Oversight Findings for Period 4/1/2021 – 6/30/2024

Thank you for the opportunity to present this annual report on the Measure X Fiscal Oversight Committee's findings for the period of April 1, 2021 through June 30, 2024.

The Fiscal Oversight Committee is tasked with the following responsibilities:

Responsibilities on a Fiscal Year Basis

1. Review the expenditures of tax revenue generated by Measure X, to ensure that those expenditures conform to the stated intent of the ballot measure that was approved by the voters of Contra Costa County.
2. Review the Measure X expenditures to ensure the funds were spent in conformance with the Board of Supervisors' specific directions and allocations.
3. Oversee an annual audit of expenditures of the tax revenue generated by Measure X.
4. Prepare an annual report of expenditures of tax revenue generated by Measure X.

Findings of the Committee of Allocations and Expenditures Through 6/30/2024

The Committee reviewed the stated intent of the Measure X tax measure and the directed allocations of the resulting tax revenue through June 30, 2024. This effort included both review by members of the Committee as well as receipt and review of staff and outside audit reports. It should be noted that the external audit (attached to this transmittal letter) conducted by the audit firm MGO found all financial reports, allocations and expenditures to be fairly presented in all material respects. In short, a clear audit finding. The determination of the Committee is as follows:

1. A review of the expenditures of Measure X tax revenue found all expenditures and allocations conformed to the stated intent of the ballot measure as approved by the voters of Contra Costa County.
2. A review of the Measure X expenditures found that all expenditures and allocations were spent in conformance with the specific directions and allocations of the Board of Supervisors.

3. The committee approved the outside audit report conducted by the firm MGO for the period of 4/1/2021 through 6/30/2024, which found no material errors and the financial reports accurately reflected the allocations and expenditures for the time period in question.

Of particular note, the Committee would like to thank the County staff for its development of the Measure X website. It is comprehensive, fairly easy to navigate and allows taxpayers and community groups to “dig into” the allocations and expenditures so as to feel comfortable about how the tax measure’s funds are being utilized in conformance with the will of the voters.

/s/

Greg Marvel, Chair

**COUNTY OF CONTRA COSTA
MEASURE X SALES TAX**

Independent Auditor's Reports,
Schedule of Measure X Revenues and Expenditures,
Other Supplementary Information and
Independent Accountant's Report

For the Period from April 1, 2021 through June 30, 2024

**COUNTY OF CONTRA COSTA
MEASURE X SALES TAX**
For the Period from April 1, 2021 through June 30, 2024

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Independent Auditor’s Report

Board of Supervisors and
Members of the Measure X Community Fiscal Oversight Committee
Martinez, California

Opinion

We have audited the Schedule of the Measure X Revenues and Expenditures (Schedule), a Countywide half-cent sales tax fund (Fund) of the County of Contra Costa (County), for the period from April 1, 2021 through June 30, 2024, and the related notes to the Schedule.

In our opinion, the accompanying Schedule referred to above presents fairly, in all material respects, the changes in financial position of the Fund of the County of Contra Costa, for the period from April 1, 2021 through June 30, 2024 in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Schedule section of our report. We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of a Matter

As discussed in Note 2, the Schedule presents only the Fund and does not purport to, and does not, present fairly the changes in financial position of the County for the period from April 1, 2021 through June 30, 2024 in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Management’s Responsibilities for the Schedule

Management is responsible for the preparation and fair presentation of the Schedule in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the Schedule as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the Schedule.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the Schedule, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the Schedule.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the Schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the Schedule. The accompanying budgetary comparison schedule for the period from April 1, 2021 through June 30, 2024, is presented for purposes of additional analysis and is not a required part of the Schedule. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the Schedule. The information for the period from April 1, 2021 through June 30, 2024 has been subjected to the auditing procedures applied in the audit of the Schedule and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the Schedule or to the Schedule itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information for the period from April 1, 2021 through June 30, 2024 is fairly stated, in all material respects, in relation to the Schedule as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2024 on our consideration of the County's internal control over the Fund's financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over the Fund's financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over the Fund's financial reporting and compliance.



Walnut Creek, California
October 18, 2024

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COUNTY OF CONTRA COSTA
Schedule of Measure X Revenues and Expenditures by Fiscal Year
For the Period from April 1, 2021 through June 30, 2024

	2020-2021	2021-2022	2022-2023	2023-2024	Cumulative Totals
Revenues:					
Measure X Transactions and Use Tax	\$ 24,078,616	\$ 124,883,977	\$ 118,834,413	\$ 121,276,971	\$ 389,073,977
Expenditures:					
Animal Services	-	-	-	-	-
Contra Costa Fire Protection District	-	2,975,650	6,993,166	13,071,693	23,040,509
Clerk-Recorder Elections Department	-	-	-	-	-
Conservation and Development Department	-	-	1,455,563	4,297,589	5,753,152
County Administrator's Office	-	109,178	232,178	1,720,888	2,062,244
Employment and Human Services	-	-	714,854	2,575,991	3,290,845
Health Services	-	-	44,004,202	47,757,568	91,761,770
Library	-	-	189,311	698,745	888,056
Office of Racial Equity and Social Justice	-	-	23,778	428,350	452,128
Probation	-	-	-	182,400	182,400
Public Defender	-	-	-	212,596	212,596
Public Works	-	11,785	178,001	3,535,053	3,724,839
Sheriff	-	-	1,617,648	1,687,067	3,304,715
Total expenditures	-	3,096,613	55,408,701	76,167,939	134,673,253
Revenues over expenditures	24,078,616	121,787,363	63,425,713	45,109,032	254,400,724
Fund Balance, beginning of year	-	24,078,616	145,865,979	209,291,692	-
Fund Balance, end of year	\$ 24,078,616	\$ 145,865,979	\$ 209,291,692	\$ 254,400,724	\$ 254,400,724

See accompanying notes to the Schedule.

**COUNTY OF CONTRA COSTA
MEASURE X SALES TAX**

Notes to the Schedule

For the Period from April 1, 2021 through June 30, 2024

NOTE 1 – BACKGROUND

On November 3, 2020, registered voters of the County of Contra Costa (County) approved Measure X, a countywide 20-year, ½ cent sales tax approved by Contra Costa County voters. The ballot measure language stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.”

The tax is not collected on the sale of food or on other transactions that are exempt from the sales tax under state law. At the time the ballot measure was drafted, the County estimated that Measure X would provide \$81 million annually. The ballot measure did not restrict the use of the sales tax proceeds to a specific governmental purpose. The tax is considered a general tax under Article XIII C of the California Constitution. A simple majority vote was required for adoption. Voters approved the sales tax with 58.5% voting “yes”. The tax was imposed through County Ordinance No. 2020-22, and collection of the tax began on April 1, 2021.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation and Accounting

The general fund of the County of Contra Costa, which includes the Measure X Contra Costa Transactions and Use Tax fund, is used to account for the County’s Measure X project activities.

The accompanying Schedule presents only the changes in financial position of the Measure X Contra Costa Transactions and Use Tax fund and does not purport to, and does not, present fairly the financial position of the County for the period from April 1, 2021 through June 30, 2024. Revenues are recognized when earned and expenditures are recognized when liability is incurred.

Transactions and Use Tax Revenues

Ordinance No. 2020-22, the Contra Costa Transactions and Use Tax, imposes a general tax under Article XIII C of the California Constitution. The tax is enacted solely for general governmental purposes and not for specific purposes. All proceeds of the tax are placed in the County’s general fund and used for general governmental purposes. Cash collected from this Ordinance is held in the County’s General Fund, and is allocated towards different programs, as directed by the Board of Supervisors.

Transactions and Use Tax Expenditures

Pursuant to Ordinance No. 2020-22, administered by the California Department of Tax and Fee Administration, the Contra Costa Transactions and Use Tax is a general tax under Article XIII C of the California Constitution. The tax is enacted solely for general governmental purposes and not for specific purposes. All proceeds of the tax are placed in the County’s general fund and used for general governmental purposes. The Board of Supervisors allocates funds towards projects. Project expenditures are tracked similarly to a grant. Unspent allocations for each Measure X-funded project are treated as assignments to the general fund.

**COUNTY OF CONTRA COSTA
MEASURE X SALES TAX**

Notes to the Schedule
For the Period from April 1, 2021 through June 30, 2024

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 3 – ASSIGNED FUNDS

At June 30, 2024, the General Fund has related outstanding project assignments for Measure X-funded projects as follows:

<u>Project</u>	<u>Cumulative Budgetary Appropriations</u>	<u>Cumulative Expenditures</u>	<u>Unspent Budgetary Amount</u>
Animal Services	\$ 750,000	\$ -	\$ 750,000
Contra Costa Fire Protection District	44,075,000	23,040,509	21,034,491
Clerk-Recorder Elections Department	450,000	-	450,000
Conservation and Development Department	27,725,000	5,753,152	21,971,848
County Administrator's Office	24,723,950	2,062,244	22,661,706
Employment and Human Services	35,662,700	3,290,845	32,371,855
Health Services	199,193,467	91,761,770	107,431,697
Library	4,460,000	888,056	3,571,944
Office of Racial Equity and Social Justice	2,940,000	452,128	2,487,872
Probation	2,000,000	182,400	1,817,600
Public Defender	829,000	212,596	616,404
Public Works	9,875,000	3,724,839	6,150,161
Sheriff	4,154,618	3,304,715	849,903
Totals	<u>\$ 356,838,735</u>	<u>\$ 134,673,253</u>	<u>\$ 222,165,482</u>

In addition to the unspent budgetary amounts, the County has recognized Measure X revenues that exceed the cumulative Measure X budgetary appropriations. Therefore, the County has a portion of fund balance at June 30, 2024 that has yet to be appropriated, as follows:

Cumulative Measure X revenues	\$ 389,073,977
Less: Cumulative Measure X budget appropriations	<u>(356,838,735)</u>
Unappropriated Measure X revenues	<u>\$ 32,235,242</u>

The unallocated balance at June 30, 2024 does not include allocations that apply to future fiscal years. The Board of Supervisors directed allocation of \$17,502,400 in one-time allocations for Fiscal Year 2024-2025, which is not included in the Unallocated Measure X revenue balance as of June 30, 2024.

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COUNTY OF CONTRA COSTA
Budgetary Comparison Schedule
For the Period from April 1, 2021 through June 30, 2024

	Cumulative Budgetary Appropriations	Expenditures by Fiscal Year				Cumulative Expenditures	Unspent Budgetary Amount
		2020-2021	2021-2022	2022-2023	2023-2024		
Expenditures:							
Animal Services							
Spay/Neuter, Mobile Clinic, Pet Retention Grants	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Contra Costa Fire Protection District							
Build, Reopen and Staff Fire Stations	29,650,000	-	2,975,650	1,851,078	3,930,174	8,756,902	20,893,098
Fire/Wildland Mitigation/Fuel Reduction	9,225,000	-	-	3,142,087	5,941,519	9,083,606	141,394
Pinole Fire – Increase Service	4,100,000	-	-	2,000,000	2,100,000	4,100,000	-
South County Training Center and Communications	1,100,000	-	-	-	1,100,000	1,100,000	-
Clerk-Recorder Elections Department							
Diversity, Equity and Inclusion in Democracy Initiative	400,000	-	-	-	-	-	400,000
Mapping Prejudice Project	50,000	-	-	-	-	-	50,000
Conservation and Development Department							
Accessible Transportation Strategic Plan	2,870,000	-	-	840,000	1,407	841,407	2,028,593
Climate Equity and Resilience Investment	1,025,000	-	-	500,000	479,556	979,556	45,444
Illegal Dumping Initiative	1,230,000	-	-	115,563	491,548	607,111	622,889
Local Housing Trust Fund	22,600,000	-	-	-	3,325,078	3,325,078	19,274,922
County Administrator's Office							
Arts and Culture Programs	512,500	-	-	80,046	332,566	412,612	99,888
East County Community Organization Capacity Building	1,000,000	-	-	-	-	-	1,000,000
Innovation Fund	2,000,000	-	-	35,000	657,530	692,530	1,307,470
Language Access Equity for the MXCAB	101,250	-	44,178	19,635	23,845	87,658	13,592
Measure X Needs Assessment Report Writer	20,000	-	-	20,000	-	20,000	-
Measure X Reserve Fund	20,000,000	-	-	-	-	-	20,000,000
Sales Tax Consulting, Administration Expense & Staff	350,000	-	65,000	77,497	160,360	302,857	47,143
SRVFPD Behavioral Health Crisis Response	740,200	-	-	-	546,587	546,587	193,613
Employment and Human Services							
Children with Disabilities/Childcare Support	922,500	-	-	-	134,899	134,899	787,601
County Youth Centers	16,943,000	-	-	380,080	598,613	978,693	15,964,307
Develop Additional Childcare Providers	3,075,000	-	-	-	-	-	3,075,000
Early Childhood Education/Childcare	8,200,000	-	-	-	-	-	8,200,000
Family Navigators	1,372,200	-	-	99,357	402,511	501,868	870,332
Food Security	800,000	-	-	-	-	-	800,000
Master Plan for Aging/Community Based Services	3,350,000	-	-	59,499	675,392	734,891	2,615,109
Refugee Resettlement Resources	1,000,000	-	-	175,918	764,576	940,494	59,506
Health Services							
A3 Contra Costa Community Crisis Initiative	26,000,000	-	-	842,760	4,158,938	5,001,698	20,998,302
Contra Costa CARES	1,343,467	-	-	883,866	459,425	1,343,291	176
Contra Costa Regional Medical Center	82,000,000	-	-	40,000,000	42,000,000	82,000,000	-
Contra Costa Regional Medical Center Capital Projects	80,000,000	-	-	-	-	-	80,000,000
EPSDT Leverage Fund/Children's Mental Health Svcs	3,250,000	-	-	2,277,576	972,424	3,250,000	-
Mental Health Services for 26 and under, and LGBTQ+	1,400,000	-	-	-	-	-	1,400,000
Permanent Supportive Housing (Net of Match)	5,200,000	-	-	-	166,781	166,781	5,033,219
Library							
Library Building Improvements	4,000,000	-	-	63,419	485,799	549,218	3,450,782
Library Literacy Program	410,000	-	-	125,892	178,346	304,238	105,762
Startup Costs for the Library Foundation	50,000	-	-	-	34,600	34,600	15,400
Office of Racial Equity and Social Justice							
African-American Holistic Wellness - Feasibility Study	80,000	-	-	-	-	-	80,000
African-American Holistic Wellness Ctr & Resource Hub	1,000,000	-	-	-	-	-	1,000,000
Office of Racial Equity and Social Justice	1,860,000	-	-	23,778	428,350	452,128	1,407,872
Probation							
Community Based Restorative Justice	2,000,000	-	-	-	182,400	182,400	1,817,600
Public Defender							
Stand Together Contra Costa	829,000	-	-	-	212,596	212,596	616,404
Public Works							
Climate Sustainability - Sustainability Trust	5,125,000	-	11,785	145,475	3,414,643	3,571,903	1,553,097
County Facilities Deferred Maintenance	3,750,000	-	-	32,526	115,214	147,740	3,602,260
Parks in Unincorporated Communities	1,000,000	-	-	-	5,196	5,196	994,804
Sheriff							
Body Worn and In-Car Cameras	4,154,618	-	-	1,617,648	1,687,067	3,304,715	849,903
Total expenditures	\$ 356,838,735	\$ -	\$ 3,096,613	\$ 55,408,701	\$ 76,167,939	\$ 134,673,253	\$ 222,165,482

Reconciliation of total unspent budgetary amount to the Fund Balance on a GAAP basis:

Total unspent budgetary amount	\$ 222,165,482
Unappropriated Measure X revenues	32,235,242
Fund Balance at June 30, 2024	\$ 254,400,724

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**Independent Auditor’s Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Schedule
Performed in Accordance With *Government Auditing Standards***

Board of Supervisors and
Members of the Measure T Community Fiscal Oversight Committee
Martinez, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the Schedule of Measure X Revenues and Expenditures (Schedule), a Countywide half-cent sales tax fund of the County of Contra Costa (County), as of and for the period from April 1, 2021 through June 30, 2024, and the related notes to the Schedule, and have issued our report thereon dated October 18, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the Schedule, we considered the County’s internal control over the Fund’s financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedule, but not for the purpose of expressing an opinion on the effectiveness of the County’s internal control. Accordingly, we do not express an opinion on the effectiveness of the County’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s Schedule will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County’s Schedule is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the Schedule. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Walnut Creek, California
October 18, 2024

Independent Accountant’s Report on Compliance with Measure X

Board of Supervisors and
Members of the Measure X Community Fiscal Oversight committee
Martinez, California

We have examined the County of Contra Costa’s (County) compliance with certain provisions of Measure X for the period from April 1, 2021 through June 30, 2024.

Management is responsible for the County’s compliance with those requirements. Our responsibility is to express an opinion on the County’s compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance whether the County complied with the specified requirements, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about the County’s compliance with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the County’s compliance with the specified requirements.

In our opinion, the County complied, in all material respects, with the aforementioned requirements for the period from April 1, 2021 through June 30, 2024.



Walnut Creek, California
October 18, 2024

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-78
C.35.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Thomas L. Geiger, County Counsel

Report Title: APPROVAL OF CONTRACT FOR PROFESSIONAL SERVICES

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the County Counsel, or designee, to execute on behalf of the County, a contract with Baker & O'Brien, Inc., in an amount not to exceed \$600,000 to provide refining industry analyses in connection with refinery property tax appeals, for the period from January 1, 2025 through December 31, 2025.

FISCAL IMPACT:

100% General Fund. The cost of this contract will be partially offset by revenue generated by Property Tax Administration Charges.

BACKGROUND:

Baker & O'Brien, Inc. is a consultant for refinery industry analyses and provides the County with specialized consulting services with respect to the refining industry and refineries in defending actual and anticipated assessment appeals, which challenge the valuations of the taxable property of refineries in Contra Costa County. These appeals typically place several billion dollars of valuation in issue. Assistance is required because valuations of refineries are highly technical, requiring specialized knowledge that only industry experts have. The Assessor concurs with and supports this recommendation.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, there is a greatly increased possibility of very significant but presently unquantifiable impacts due to adverse decisions by the Assessment Appeals Board on large refinery valuation disputes.

cc: Monica Nino, County Administrator; Rebecca Hooley, Assistant County Counsel; Robert Campbell, Auditor-Controller; Peter Yu, Assessor's Office



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-79
C.36.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Thomas L. Geiger, County Counsel

Report Title: Conflict of Interest Code of the Central Contra Costa Sanitary District

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE amended Conflict of Interest Code for the Central Contra Costa Sanitary District (“District”), including the List of Designated Positions.

FISCAL IMPACT:

None.

BACKGROUND:

The District has amended its Conflict of Interest Code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code sections 87306 and 87306.5.

The District has prepared a comprehensive update to its Conflict of Interest Code. The amended code satisfies the requirements under state law by incorporating the provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission.

The revised code also includes updates to the disclosure categories and to the List of Designated Positions required to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure in use by the District. A redlined version of the Conflict of Interest Code is attached as Exhibit B.

CONSEQUENCE OF NEGATIVE ACTION:

None.

cc: Monica Nino, Clerk of the Board of Supervisors; Kurtis C. Keller, Deputy County Counsel; Katie Young, Secretary, Central Contra Costa Sanitary District

CONFLICT OF INTEREST CODE

Adopted: November 15, 2012
Last Revised: November 21, 2024

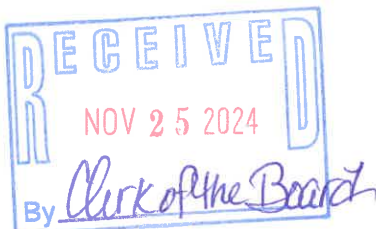


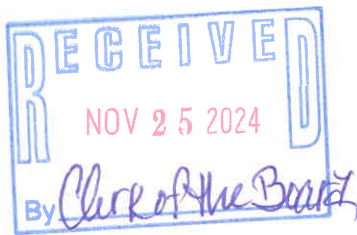
CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

The Fair Political Practices Commission has adopted a regulation (2 Cal.Code Regs. § 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in the agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any future amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. Such regulation, and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the Central Contra Costa Sanitary District.

The designated officials and employees shall file statements of economic interests with the County Clerk through its electronic NetFile system. The Secretary of the District shall make copies of the statements available for public inspection and reproduction. (Gov't Code § 81008.)

In addition to any other requirements of 2 California Code of Regulations Section 18730 and any amendments thereto, a candidate for the Board of Directors of Central Contra Costa Sanitary District shall file, no later than the final filing date of a declaration of candidacy, a statement of economic interests, pursuant to Government Code section 87200 et seq.

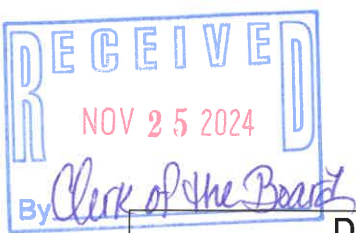




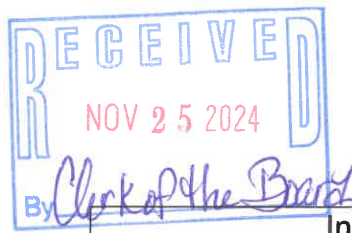
APPENDIX

Part I: Designated Employees

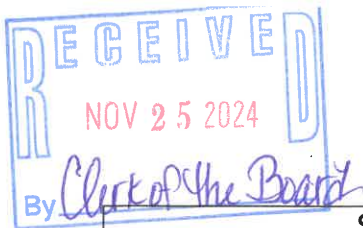
Designated Employee	Disclosure Category
Accounting Supervisor	1
Administrative Assistant	2
Administrative Services Assistant	2
Administrative Services Supervisor	2
Asset Management Program Administrator	1
Associate Engineer	1
Board of Directors Members	1
Capital Projects Division Manager	1
Chemist I, II, III	2
Collection System Operations Division Manager	1
Communication Services and Government Relations Manager	1
Community Affairs Representative	2
Construction Inspector	2, 4
Consultants*	1
Contracts and Procurement Administrator	2
Contracts and Procurement Specialist I/II	2
Contracts Specialist	2
Deputy General Manager – Administration	1
Deputy General Manager – Operations	1



Deputy Secretary of the District	1
Development Services Supervisor	2, 3
EHS Program Administrator	1
EHS Specialist	2
Electrical Technician	2
Electrical/Instrumentation Supervisor	2
Employees on the Deferred Compensation Advisory Committee	1
Employees or consultants hired as financial advisory or underwriter	1
Environmental and Regulatory Compliance Division Manager	1
Environmental Compliance Inspector I/II	2, 4
Environmental Compliance Program Administrator	2, 4
Executive Assistant to the GM	2
Finance Manager	1
General Counsel	1
General Manager	1
Graphics Specialist	2
Household Hazardous Waste Program Administrator	1
Human Resources & Organizational Development Manager	1
Information Technology Manager	1



Instrumentation Technician	2
Internal Auditor/Diversity, Equity & Inclusion Officer	1
Laboratory Program Administrator	2, 4
Land Surveyor	2, 3
Lead Maintenance Technician	2
Machinist	2
Maintenance Planner	2
Maintenance Supervisor	2
Maintenance Technician	2
Material Services Supervisor	2
Materials Specialist	2
Operations Optimization Manager	1
Planning and Development Services Division Manager	1
Plant Maintenance Division Manager	1
Plant Operations Division Manager	1
Project Manager/Business Analyst	2
Pump Stations Operators, I, II, III	2
Real Property Agent	2, 3
Resource Recovery Program Manager	1
Risk Management Program Administrator	1
Secretary of the District	1
Senior Engineer	1
Senior Environmental Compliance Inspector	2, 4



Senior HHW Technician	2
Senior Community Affairs Representative	2
Superintendent, Operations/Maintenance	2
Supervising Chemist	2
Utility Systems Engineer	1
Utility Worker	2
Vehicle Equipment	2

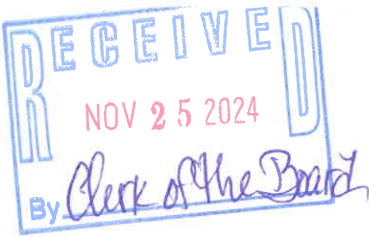
*Consultants

Only those Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District’s Conflict of Interest Code, unless the General Manager determines, in writing, that a less broad category is appropriate.

For purposes of the District’s Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with the District:

1. Makes a governmental decision whether to:
 - a. Approve a rate, rule, or regulation;
 - b. Adopt or enforce a law;
 - c. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - f. Grant agency approval to a plan, design, report, study, or similar item;
 - g. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPCC Regulation 2 CCR 18700, et seq. or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a designated position specified above.



The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a “designated position.” The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict-of-Interest Code.

Part II: Disclosure Categories

Designated Employees are required to file a statement of economic interests as their job duties fall under one, or more, of the following categories:

- Category 1 – Board Members and any Designated Employees whose duties are broad and indefinable:

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District’s jurisdiction. A business entity is “located or doing business in the jurisdiction of District” if the business entity is doing business or plans to do business within the boundaries of the District, or if the business entity owned or leased any facilities within the boundaries of the District, or has done business within the boundaries of the District, at any time during the two years prior to the time that the disclosure statement of the designated office/employee is filed.

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District.

- Category 2 – Designated Employees whose duties involve contracting or purchasing equal to or exceeding \$1,500 per month or \$18,000 per year for the District:

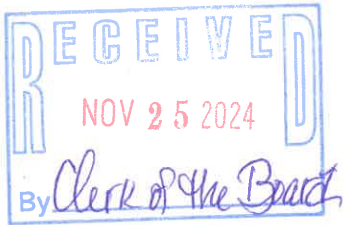
All investments and business positions in business entities, and income (including gifts, loans and travel payments) from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by this District.

- Category 3 – Designated Employees whose decisions may affect real property interests:

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District.

- Category 4 – Designated Employees with regulatory powers:

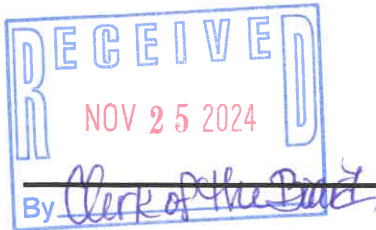
All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the District.



CONFLICT OF INTEREST CODE

Adopted: November 15, 2012

Last Revised: September 9, 2023 November 21, 2024



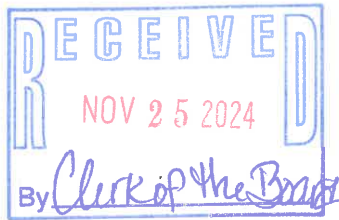
CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

A. Incorporation of FPPC Regulation by Reference

The Fair Political Practices Commission has adopted a regulation (2 Cal.Code Regs. § 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in the agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any future amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. Such regulation, and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the Central Contra Costa Sanitary District.

The designated officials and employees shall file statements of economic interests with the County Clerk through its electronic NetFile system. The Secretary of the District shall make copies of the statements available for public inspection and reproduction. (Gov't Code § 81008.) The original statements of the members of the Board of Directors, General Manager, Secretary, General Counsel, Deputy General Managers, Director of Engineering and Technical Services, Finance Manager and Directors shall be forwarded to the Clerk of the Board of Supervisors for Contra Costa County. Copies of the statements for all designated officials and employees will be retained by the Central Contra Costa Sanitary District.

In addition to any other requirements of 2 California Code of Regulations Section 18730 and any amendments thereto, a candidate for the Board of Directors of Central Contra Costa Sanitary District shall file, no later than the final filing date of a declaration of candidacy, a statement of economic interests, pursuant to Government Code section 87200 et seq. Title 2, Section 18730 of the California Code of Regulations and any amendments to that regulation subsequently adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated in this Conflict of Interest Conflict of Interest Code by reference.



B. Code-Reviewing Body

~~The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest~~
Conflict of Interest Code.

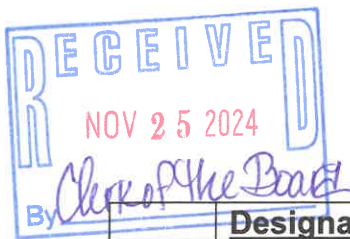
APPENDIX

C. Reason for Filing

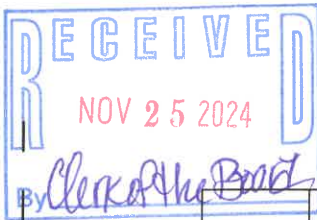
Disclosure Categories

Part I: Designated Employees

	Designated Positions	Employees	Category
	<i>Management Positions</i>		
			1
1.	<u>General Manager</u> <u>General Counsel</u> <u>Deputy General Manager – Administration</u> <u>Deputy General Manager – Operations</u> <u>Finance Manager</u> Capital Projects Division Manager		1
2.	<u>Members of the Board of Directors</u>		<u>1</u>
2-3.	Collection System Operations Division Manager		1
3-4.	Communication Services and Government Relations Manager		1
4-5.	Environmental and Regulatory Compliance Division Manager		1
5-6.	Human Resources & Organizational Development Manager		1
6-7.	Information Technology Manager		1
7-8.	Internal Auditor/ <u>Diversity, Equity & Inclusion Officer</u>		1
8-9.	Operations Optimization Manager		1
9-10.	Planning and Development Services Division Manager		1
10-11.	Plant Maintenance Division Manager		1
11-12.	Plant Operations Division Manager		1
12-13.	Resource Recovery Program Manager		1
	<i>Consultants and Special Capacities</i>		
			1
13-14.	Consultant* (refer to Section I below)		
14-15.	Employees or consultants hired as financial advisor or underwriter		1
15-16.	Employees on the Deferred Compensation Advisory Committee		1
	<i>All Other Applicable Staff Positions</i>		
16.	<u>-Accounting Supervisor</u>		<u>1</u>
17.	Associate Engineer		1
18.	Construction Inspector		2, 4



	Designated Positions Employees	Category
18-19	Contracts and Procurement Administrator	2
19-20	Contracts and Procurement Specialist I/II	2
20-21	Contracts Specialist	2
21-22	Development Services Supervisor	2, 3
22-23	Environmental Compliance Inspector I/II	2, 4
23-24	Environmental Compliance Program Administrator	2, 4
24-25	Laboratory Program Administrator	2, 4
25-26	Land Surveyor	2, 3
26-27	Maintenance Planner	2
27-28	Maintenance Supervisor	2
28-29	Material Services Supervisor	2
29-30	Materials Specialist	2
30-31	Real Property Agent	2, 3
31-32	Risk Management Program Administrator	1
32-33	Senior Engineer	1
33-34	Senior Environmental Compliance Inspector	2, 4
34-35	Superintendent, Operations/Maintenance	2
35-36	Utility Systems Engineer	1
<u>37.</u>	<u>EHS Program Administrator</u>	<u>1</u>
<u>38.</u>	<u>Household Hazardous Waste Program Administrator</u>	<u>1</u>
<u>39.</u>	<u>Asset Management Program Administrator</u>	<u>1</u>
<u>40.</u>	<u>Employees or consultants hired as financial or advisory underwriter</u>	<u>1</u>
<u>41.</u>	<u>Employees on the Deferred Compensation Advisory Committee</u>	<u>1</u>
<u>42.</u>	<u>Utility Worker</u>	<u>2</u>
<u>43.</u>	<u>Graphics Designer Specialist</u>	<u>2</u>
<u>44.</u>	<u>Vehicle Equipment</u>	<u>2</u>
<u>45.</u>	<u>Senior HHW Tech</u>	<u>2</u>
<u>46.</u>	<u>Electrical Technician</u>	<u>2</u>
<u>47.</u>	<u>Instrumentation Tech</u>	<u>2</u>
<u>48.</u>	<u>Executive Assistant to the GM</u>	<u>2</u>
<u>49.</u>	<u>Admin Services Supervisor</u>	<u>2</u>
<u>50.</u>	<u>Admin Services Assistant</u>	<u>2</u>
<u>51.</u>	<u>Maintenance Technician</u>	<u>2</u>
<u>52.</u>	<u>Lead Maintenance Technician</u>	<u>2</u>
<u>53.</u>	<u>Deputy Secretary of the District</u>	<u>2</u>
<u>54.</u>	<u>Admin Assistant</u>	<u>2</u>
<u>55.</u>	<u>EHS Specialist</u>	<u>2</u>
<u>56.</u>	<u>Sr. Community Affairs Rep</u>	<u>2</u>
<u>57.</u>	<u>Chemist I, II, III</u>	<u>2</u>
<u>58.</u>	<u>Supervising Chemist</u>	<u>2</u>
<u>59.</u>	<u>Community Affairs Rep</u>	<u>2</u>



	Designated Positions	Employees	Category
60.	Project Manager/Business Analyst		2
61.	Electrical/Instrumentation Supervisor		2
62.	Machinist		2
63.	Pump Stations Operators I, II, III		2

***Consultants**

Only those Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District’s Conflict of Interest Code, unless the General Manager determines, in writing, that a less broad category is appropriate.

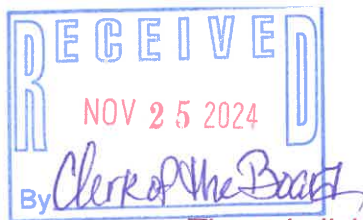
For purposes of the District’s Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with the District:

1. Makes a governmental decision whether to:
 - a. Approve a rate, rule, or regulation;
 - b. Adopt or enforce a law;
 - c. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - f. Grant agency approval to a plan, design, report, study, or similar item;
 - g. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPPC Regulation 2 CCR 18700, et seq. or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a designated position specified ~~in the Sections G and H~~ above.

The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a “designated position.” The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as the ~~Conflict of Interest~~Conflict of Interest Code.

Part II: Disclosure Categories



Those individuals listed in Sections G, H, and I Designated Employees are required to file a statement of economic interests Form 700 as their job duties fall under one, or more, of the following categories:

- Category 1 – Officials and employees Board Members and any Designated Employees whose duties are broad and indefinable:

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District’s jurisdiction. A business entity is “located or doing business in the jurisdiction of District” if the business entity is doing business or plans to do business within the boundaries of the District, or if the business entity owned or leased any facilities within the boundaries of the District, or has done business within the boundaries of the District, at any time during the two years prior to the time that the disclosure statement of the designated office/employee is filed.

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District.
~~Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District’s jurisdiction.~~

- Category 2 – Officials and employees Designated Employees whose duties involve contracting or purchasing equal to or exceeding \$1,500 per month or \$18,000 per year for the District:

All investments and business positions in business entities, and income (including gifts, loans and travel payments) from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by this District.

- Category 3 – Officials and employees Designated Employees whose decisions may affect real property interests:

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District. ~~of the boundaries of the District.~~

- Category 4 – Officials and employees Designated Employees with regulatory powers:

All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory,

permit or licensing authority of, or have an application for a license or permit pending before, the District.

D. Place of Filing

~~1. Those individuals who are required to file a Statement of Economic Interests (Form 700) shall do so as follows:~~

~~a. File Directly with the County~~

~~— The Board Members, employees and officers listed in Section G below shall file a Form 700 electronically with Contra Costa County using NetFile's paperless system and shall also provide a courtesy copy of the Form 700 to the Secretary of the District. The Secretary of the District is considered the "filing official" for those holding these positions.~~

~~b. File with the Secretary of the District~~

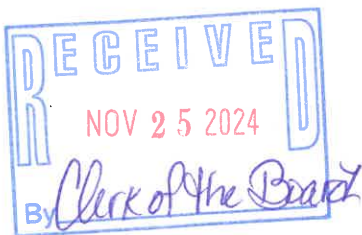
~~— Employees listed in Section H below shall file an original Form 700 with the Secretary of the District. The Secretary of the District is considered the "filing officer" and shall retain the original statements.~~

E. Public Records

~~Form 700s are public records subject to Government Code Section 81008 and are available for public inspection not later than the second business day following the day on which the statement was received.~~

F. Disqualification

~~Board Members, employees, and officials in positions designated in Sections G and H below shall disqualify themselves from making or participating in the making of any governmental decision when it is reasonably foreseeable that a financial interest of the individual may be materially affected by the decision. The individual shall not be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without the individual's participation.~~



G. Officials Who Manage Public Investments

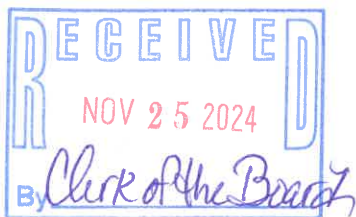
~~In accordance with Government Code Sections 87200 and 87314, certain positions are required to file a Form 700; specifically, those who direct the investment of public monies, formulate or approve investment policies, approve or establish guidelines for asset allocations, or approve investment transactions. It has been determined that the positions listed below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that official's interest in investments, real property, and income designated as reportable under the disclosure category to which the official's position is assigned. Officials who manage public investments shall be disqualified from participation as described above:~~

	<u>Designated Positions</u>	<u>Disclosure Category</u>
1.	Member, Board of Directors	4
2.	General Manager	4
3.	Secretary of the District	4
4.	Counsel for the District	4
5.	Deputy General Manager—Administration	4
6.	Deputy General Manager—Operations	4
7.	Director of Engineering and Technical Services	4
8.	Finance Manager	4

H. Disclosure Statement and Designated Positions

~~Each employee in the positions designated below shall file a Form 700 upon assuming and leaving office and annually while in office disclosing that employee's interest in investments, real property, and income designated as reportable under the disclosure category to which the employee's position is assigned. Employees in these "designated positions" are those who the District has determined will make or participate in making governmental decisions and who could foreseeably be affected materially by those decisions.~~

I.





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-80
C.37.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Thomas L. Geiger, County Counsel

Report Title: Conflict of Interest Code of the Walnut Creek School District

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE amended Conflict of Interest Code for the Walnut Creek School District (“District”), including the List of Designated Positions.

FISCAL IMPACT:

None.

BACKGROUND:

The District has amended its Conflict of Interest Code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code sections 87306 and 87306.5.

The revised code includes updates to the List of Designated Positions to add two positions, and retitle two positions that are required to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure in use by the District. A redlined version of the Conflict of Interest Code is attached as Exhibit B.

CONSEQUENCE OF NEGATIVE ACTION:

None.

cc: Monica Nino, Clerk of the Board of Supervisors; Kurtis C. Keller, Deputy County Counsel; Marie Morgan, Superintendent, Walnut Creek School District

Conflict of Interest Code of the Walnut Creek School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

Category 1: A person designated Category 1 shall disclose:

Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

Category 2: A person designated Category 2 shall disclose:

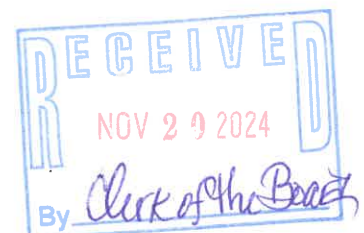
Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

Investments, business positions, and sources of income, including gifts, loans, and travel payments.



Designated Positions	Designated Position Disclosure Category
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Executive Director	2
Director	2
Assistant Director	2
Principal	2
Assistant Principal/Administrator, Student Support	2
Program Coordinator	2
Program Specialist	2
Supervisor	2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

Approve a rate, rule or regulation

Adopt or enforce a law

Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement

Authorize the district to enter into, modify, or renew a contract that requires district approval

Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract

Grant district approval to a plan, design, report, study, or similar item

Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)



Conflict of Interest Code of the Walnut Creek School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

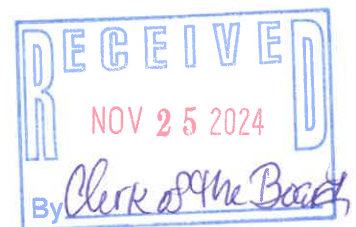
Designated Position Disclosure Category (*translate positions and categories into a chart*)

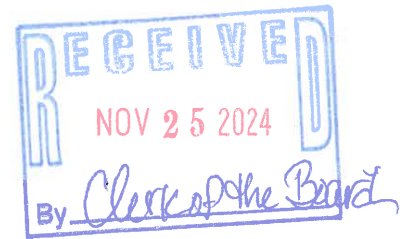
Governing Board Members 1

Superintendent of Schools 1

Assistant/Associate Superintendent 1

Purchasing Agent 1





Executive Director 2

Director 2

Assistant Director 2

Principal 2

Assistant Principal/Administrator, Student Support 2

~~Maintenance and Operations Director 2~~

Program Coordinator 2

Project Program Specialist 2

Supervisor 2

~~Dean of Students 2~~

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-05
C.38.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: CSB - 39-806-59 California Department of Community Services and Development, Low Income Home Energy Assistance Program

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT a Resolution to APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue Agreement with the State of California Department of Community Services and Development, in an amount not to exceed \$4,142,538 for the Low-Income Home Energy Assistance Program for the period November 1, 2024 through June 30, 2026.

FISCAL IMPACT:

\$4,142,538: 100% Federal (Community Services and Development), all of which will be budgeted in FY 25-26. No County match. CFDA/AL# 93.568; State Agreement 25B-3005

BACKGROUND:

The Employment and Human Services Department (EHSD) received notification from the State Department of Community Services and Development (CSD) on October 24, 2024, to execute the 2025 Low Income Home Energy Assistance Program (LIHEAP) Agreement 25B-3005.

The County routinely receives funding from CSD wherein Contra Costa County provides energy bill assistance payments and/or Weatherization services to residents who are income eligible through the Low-Income Home Energy Assistance Program (LIHEAP) and the Energy Crisis Intervention Program (ECIP). The priority for services are to those households with the lowest income and highest energy burden. LIHEAP priority is to serve households with the following vulnerable populations: young children (ages 5 years or under), disabled, and elderly persons (ages 60 years or older). LIHEAP is operated by the EHSD, Community Services Bureau.

CHILDREN'S IMPACT STATEMENT:

This Agreement supports the fourth community outcome of the Children's Report Card: (4) "Families that are Safe, Stable and Nurturing."

CONSEQUENCE OF NEGATIVE ACTION:

Should the proposed action not be approved by the Board of Supervisors, the County will not be able to receive funding to support the LHEAP initiative in Contra Costa County.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF 2025-2026 State of California Department of Community Services and Development, Low Income Home Energy Assistance Program.

WHEREAS, the Employment and Human Services Department (EHSD) received notification from the State Department of Community Services and Development (CSD) on October 24, 2024, to execute the 2025 Low Income Home Energy Assistance Program (LIHEAP) Agreement 25B-3005, and

WHEREAS, the County routinely receives funding from CSD wherein Contra Costa County provides energy bill assistance payments and/or weatherization services to residents who are income eligible through LIHEAP and the Energy Crisis Intervention Program (ECIP), and

WHEREAS, the program offers energy saving measures to Contra Costa residents to assist with home energy efficiency, and

WHEREAS, residents may also qualify for the Utility Assistance Program, which provides credit on their energy bills, and

WHEREAS, first priority for services are to those households with the lowest income and highest energy burden, and

WHEREAS, first priority is to service those households with the following vulnerable populations: young children (ages five years or under), disabled, and elderly persons (ages 60 years or older).

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute an Agreement with California Department of Community Services and Development in the amount of \$4,142,538 for the Low Income Home Energy Assistance Program for the period November 1, 2024 through June 30, 2026.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-81
C.39.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: FY 24-25 Budget Rebalance

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

Approve Budget Amendment No. BDA-24-01068 authorizing an adjustment to Employment and Human Services Department (EHSD), Administrative Bureau (0501), Children and Family Services Bureau (0502), Aging and Adult Services Bureau (0503), Workforce Services Bureau (0504), In-Home Supportive Services Public Authority (0508), Workforce Development Board (0583) and Community Services Bureau (0588 and 0589) expenditure and revenue budgets as part of the EHSD's FY 2024/25 Budget Rebalance (Mid-Year Adjustment) as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

The Employment and Human Services Department, as part of the FY 2024/25 budget rebalancing, has identified the need for corrections to the FY 2024/25 budget to better align the expenditure and revenue expectations for FY 2024/25. There is a redistribution in both the expenditure and revenue budgets within each bureau with a total increase of both expenditure and revenue budgets of \$5,599,630 for EHSD. There is no change to the net county cost for FY 2024/25.

BACKGROUND:

This action is to adjust the expenditure and revenue budgets to more accurately reflect budgetary requirements for the Administrative Bureau (0501), Children and Family Services Bureau (0502), Aging and Adult Services Bureau (0503), Workforce Services Bureau (0504), In-Home Supportive Services Public Authority (0508), Workforce Development Board (0583) and Community Services Bureau (0588 and 0589) for FY 2024/25. The Employment and Human Services Department, as part of the FY 2024/25 budget rebalancing, has identified the need for corrections to the FY 2024/25 budget to better align the expenditure and revenue expectations for FY 2024/25.

CONSEQUENCE OF NEGATIVE ACTION:

Appropriations and estimated revenues will not be properly reflected in the FY 24/25 budget.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department supports all five of the community outcomes established in the Children's Report Card: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood";(3)"Families that are Economically Self-Sufficient"; (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families," by effectively managing the budgets for each bureau within EHSD.

Budget Amendment: FY 2024-25 - Operating Budget on 12/23/2024 : BDA-24-01068

Company Contra Costa County
Budget Template Operating Budget : FY 2024-25 Operating Budget
Budget FY 2024-25 Operating Budget
Organizing Dimension Type
Amendment ID BDA-24-01068
Amendment Date 12/23/2024
Description FY2024-25 EHSD BUDGET REBALANCE
Amendment Type Appropriation / Estimated Revenue Adjustment
Balanced Amendment Yes
Entry Type Mid-Year Adjustments
Status Available

Budget Amendment Entries

Period	*Ledger	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$22,485.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$266,509.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$325,009.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$22,979.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$17,294.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$21,838.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$1,621.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$2,174.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$1,366.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1448 CSD LIHEAD PG&E ASSIST	100300 GENERAL	\$0.00	\$46,360.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$0.00	\$150,086.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$24,873.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$20,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2100:OFFICE EXPENSE	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$20,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$1,685.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$14,707.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$35,010.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$11,054.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$2,669.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$0.00	\$1,359.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$0.00	\$3,955.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$0.00	\$8,000.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1407 COM SVC BLOCK GRANT	100300 GENERAL	\$33,744.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$54,075.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2150:FOOD	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$4,079.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$329,213.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$11,099.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$31,749.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$22,238.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$66,714.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$15,698.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$2,651.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$0.00	\$200,745.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$62,036.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2326:INFORMATION SECURITY CHG	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$46,022.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$1,507,940.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$51,004.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1063:UNEMPLOYMENT INSURANCE	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$1,942.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$130,401.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$321,194.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$365,820.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$78,399.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$15,808.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$46,435.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$557,295.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$0.00	\$966,799.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$98,573.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$2,763.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$6,021.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$21,849.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$22,991.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$4,345.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$1,154.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$0.00	\$53,146.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1409 COMM SVC ADMINISTRATION	100300 GENERAL	\$152,290.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2270:MAINTENANCE - EQUIPMENT	5101 ADMINISTRATION (Home Org)	1409 COMM SVC ADMINISTRATION	100300 GENERAL	\$0.00	\$143,910.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$651,243.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5021:INTRAFUND-TRANS-SALARIES	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$0.00	\$35,907.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$136,342.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2328:ADMINISTRATIVE SERVICE	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$858,905.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$7,706.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$97,721.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$107,609.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$7,164.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$10,505.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$0.00	\$9,031.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$0.00	\$2,653.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$226,753.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$126,034.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$1,916,026.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	4952:INSTITUTIONL EQUIP & FURN	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$35,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2477:ED SUPPLIES AND COURSES	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$200,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$62,980.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$672,420.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2300:TRANSPORTATION AND TRAVEL	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$2,700.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2281:MAINTENANCE OF BUILDINGS	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$668,991.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2270:MAINTENANCE - EQUIPMENT	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$80,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2262:BLDG OCCUPANCY COSTS	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$60,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$200,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$491,922.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$5,936.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$95,879.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$38,333.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$28,025.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$25,715.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$8,793.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$7,892.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$0.00	\$83,480.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$368,400.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$406,041.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$1,144,592.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$25,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2477:ED SUPPLIES AND COURSES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$40,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$98,653.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2316:DATA PROCESSING SUPPLIES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$15,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2314:CONTRACTED TEMPORARY HELP	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$35,430.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$885,510.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$15,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2284:REQUESTED MAINTENANCE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$120,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2281:MAINTENANCE OF BUILDINGS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$1,308,372.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2262:BLDG OCCUPANCY COSTS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$21,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2251:COMPUTER SOFTWARE COST	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$120,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2200:MEMBERSHIPS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$15,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2150:FOOD	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$15,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2132:MINOR COMPUTER EQUIPMENT	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$706,058.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2110:COMMUNICATIONS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$15,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2100:OFFICE EXPENSE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$150,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$1,345,231.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$141,090.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1063:UNEMPLOYMENT INSURANCE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$6,898.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$4,231.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$718,804.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$963,585.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$266,713.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$8,763.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$91,199.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$135,543.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$0.00	\$3,546,982.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9421:ST AID CHILD DAY CARE	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$5,254,205.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9421:ST AID CHILD DAY CARE	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$0.00	\$2,724,711.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9432:ST AID SEOO PROGRAMS	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$0.00	\$1,978,759.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9432:ST AID SEOO PROGRAMS	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$815,586.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$54,273.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3318:CHILD DAY CARE AID	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$2,531,681.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$1,957.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$8,365.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$20,430.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$0.00	\$1,034.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$0.00	\$1,221.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$0.00	\$3,742.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1874 CALWORKS STAGE 2 CENTER	111600 CHILD DEVELOPMENT FUND	\$120,089.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$258,763.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3318:CHILD DAY CARE AID	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$5,497,961.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$9,547.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$49,573.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$46,449.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$121,032.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$13,071.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$4,612.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$28,617.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1862 CAL/WORKS CAPP OPERATIONS	111600 CHILD DEVELOPMENT FUND	\$0.00	\$424,465.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$1,379,303.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	2490:MISC SERVICES & SUPPLIES	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$0.00	\$1,867,624.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2477:ED SUPPLIES AND COURSES	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$1,675,104.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$30,317.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$45,436.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$138,180.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$152,411.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$60,697.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$12,209.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$0.00	\$7,060.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$0.00	\$591,755.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1822 OPERATION-CCTR	111600 CHILD DEVELOPMENT FUND	\$950,237.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$1,003,927.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3626:INFO SECURITY CHG	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$9,713.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3611:INTERFUND EXP - GOV/GOV	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$2,266,458.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$80,636.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1063:UNEMPLOYMENT INSURANCE	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$6,027.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1061:RETIREE HEALTH INSURANCE	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$60,783.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$686,685.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$573,559.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$225,060.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1019:COMP & S D I RECOVERIES	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$23,183.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$29,050.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1013:TEMPORARY SALARIES	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$0.00	\$517,731.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	1802 OPERATION/CSPP-FD	111600 CHILD DEVELOPMENT FUND	\$2,972,818.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5140 COMMUNITY CONNECT	100300 GENERAL	\$2,619,200.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	5140 COMMUNITY CONNECT	100300 GENERAL	\$0.00	\$800,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5123 EHS IT SYS NON-CALWIN	100300 GENERAL	\$0.00	\$1,000,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	4951:OFFICE EQUIP & FURNITURE	5101 ADMINISTRATION (Home Org)	5123 EHS IT SYS NON-CALWIN	100300 GENERAL	\$1,000,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2328:ADMINISTRATIVE SERVICE	5101 ADMINISTRATION (Home Org)	5123 EHS IT SYS NON-CALWIN	100300 GENERAL	\$0.00	\$125,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2132:MINOR COMPUTER EQUIPMENT	5101 ADMINISTRATION (Home Org)	5123 EHS IT SYS NON-CALWIN	100300 GENERAL	\$0.00	\$500,000.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	2103:POSTAGE	5101 ADMINISTRATION (Home Org)	5122 EHS IT SYSTEMS CALWIN	100300 GENERAL	\$300,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5109 EHS STAFF DEV TRNG	100300 GENERAL	\$130,280.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2328:ADMINISTRATIVE SERVICE	5101 ADMINISTRATION (Home Org)	5109 EHS STAFF DEV TRNG	100300 GENERAL	\$0.00	\$115,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$4,726,034.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$0.00	\$3,319,200.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2328:ADMINISTRATIVE SERVICE	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$0.00	\$2,400,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2270:MAINTENANCE - EQUIPMENT	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$0.00	\$900,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2140:MEDICAL & LAB SUPPLIES	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$0.00	\$50,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2100:OFFICE EXPENSE	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$250,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5101 ADMINISTRATION	100300 GENERAL	\$183,686.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	0508 EHSD-IHSS PUBLIC AUTHORIT	115500 IHSS PUBLIC AUTHORITY	\$1,643,044.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9569:OTHER FEDERAL AID	5101 ADMINISTRATION (Home Org)	0508 EHSD-IHSS PUBLIC AUTHORIT	115500 IHSS PUBLIC AUTHORITY	\$0.00	\$821,522.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9252:ADMIN ST OUT OF HOME CARE	5101 ADMINISTRATION (Home Org)	0508 EHSD-IHSS PUBLIC AUTHORIT	115500 IHSS PUBLIC AUTHORITY	\$0.00	\$821,522.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE- OTHER	5101 ADMINISTRATION (Home Org)	5314 ADULT SVCS GA ADMIN	100300 GENERAL	\$2,600,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5309 ADULT PROTECTIVE SVCS	100300 GENERAL	\$0.00	\$600,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE- OTHER	5101 ADMINISTRATION (Home Org)	5309 ADULT PROTECTIVE SVCS	100300 GENERAL	\$0.00	\$2,000,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9263:ST AID RELGNMT-SALES TAX	5101 ADMINISTRATION (Home Org)	5273 ADULT SVCS IHSS CGF PMTS	100300 GENERAL	\$0.00	\$1,856,366.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5330 EHS ADULT & AGING ADMIN	100300 GENERAL	\$785,582.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5317 AAS-CAL-OES	100300 GENERAL	\$40,286.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2100:OFFICE EXPENSE	5101 ADMINISTRATION (Home Org)	5317 AAS-CAL-OES	100300 GENERAL	\$0.00	\$40,286.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5315 AAS COMMUNITY CONNECT WPC	100300 GENERAL	\$0.00	\$3,113,045.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5021:INTRAFUND-TRANS-SALARIES	5101 ADMINISTRATION (Home Org)	5315 AAS COMMUNITY CONNECT WPC	100300 GENERAL	\$4,569,543.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5314 ADULT SVCS GA ADMIN	100300 GENERAL	\$0.00	\$2,400,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5314 ADULT SVCS GA ADMIN	100300 GENERAL	\$1,957,920.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5309 ADULT PROTECTIVE SVCS	100300 GENERAL	\$0.00	\$1,800,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5273 ADULT SVCS IHSS CGF PMTS	100300 GENERAL	\$1,856,366.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5276 ADULT SVCS INDIGENT BURIA	100300 GENERAL	\$842,094.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5276 ADULT SVCS INDIGENT BURIA	100300 GENERAL	\$0.00	\$842,094.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$877,043.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3312:STATE AID, 2011 REALIGN	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$20,247,021.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

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Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	3311:FEDERAL AID	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$0.00	\$29,995,528.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3318:CHILD DAY CARE AID	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$0.00	\$4,066,496.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$10,723,014.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$5,544.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER INTRDPTMNTL CHARGES	5101 ADMINISTRATION (Home Org)	5460 CALWKS MH & SUB ABUSE PLN	100300 GENERAL	\$0.00	\$378,441.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER INTRDPTMNTL CHARGES	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$1,332,273.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER INTRDPTMNTL CHARGES	5101 ADMINISTRATION (Home Org)	5451 CALWKS/EXP SUB EMP	100300 GENERAL	\$4,397,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2335:OTHER TELECOM CHARGES	5101 ADMINISTRATION (Home Org)	5455 WFS MEDI-CAL ELIGIBILITY	100300 GENERAL	\$2,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2315:DATA PROCESSING SERVICE	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$549,076.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$157,426.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2301:AUTO MILEAGE EMPLOYEES	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$6,227.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2301:AUTO MILEAGE EMPLOYEES	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$1,540.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2301:AUTO MILEAGE EMPLOYEES	5101 ADMINISTRATION (Home Org)	5455 WFS MEDI-CAL ELIGIBILITY	100300 GENERAL	\$8,002.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2250:RENTS & LEASES - EQUIPMENT	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$130,237.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2190:PUBLICATIONS & LEGAL NOTICES	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$0.00	\$2,860.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2111:TELEPHONE EXCHNGE SERVICE	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$6,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2110:COMMUNICATIONS	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$627,723.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1014:PERMANENT OVERTIME	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$0.00	\$390,045.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1014:PERMANENT OVERTIME	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$99,454.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1014:PERMANENT OVERTIME	5101 ADMINISTRATION (Home Org)	5455 WFS MEDI-CAL ELIGIBILITY	100300 GENERAL	\$1,075,804.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1014:PERMANENT OVERTIME	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$83,298.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$10,081,952.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$0.00	\$11,076,484.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5455 WFS MEDI-CAL ELIGIBILITY	100300 GENERAL	\$0.00	\$1,064,978.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$0.00	\$82,096.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5257 THP-PLUS FC ASSTNCE PMTS	100300 GENERAL	\$330,284.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

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Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5253 CFS EMERG CC BRIDGE ASST	100300 GENERAL	\$731,215.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$0.00	\$595,310.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$587,451.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$83,783.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5216 CFS CHILD WELFARE SVCS	100300 GENERAL	\$840,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9472:FED AID CHILD BRDNG HOME	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$51,069.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9472:FED AID CHILD BRDNG HOME	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$450,621.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9472:FED AID CHILD BRDNG HOME	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$380,521.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9465:ADMIN FEDERAL-OTHER	5101 ADMINISTRATION (Home Org)	5216 CFS CHILD WELFARE SVCS	100300 GENERAL	\$1,000,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9265:ST ADOPTION ASSISTANCE	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$875,111.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9263:ST AID RELGNMT-SALES TAX	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$41,687.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9263:ST AID RELGNMT-SALES TAX	5101 ADMINISTRATION (Home Org)	5252 CFS AAP ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$1,200,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9263:ST AID RELGNMT-SALES TAX	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$46,457.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9263:ST AID RELGNMT-SALES TAX	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$244,217.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9262:ST AID CHILDREN BRDNG HOME	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$0.00	\$985,254.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9262:ST AID CHILDREN BRDNG HOME	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$0.00	\$753,144.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9262:ST AID CHILDREN BRDNG HOME	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$190,260.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE-OTHER	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$169,042.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE-OTHER	5101 ADMINISTRATION (Home Org)	5222 CFS EXTRANEIOUS GNTS	100300 GENERAL	\$0.00	\$66,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9256:ST CHILD ABUSE PREVENTION	5101 ADMINISTRATION (Home Org)	5222 CFS EXTRANEIOUS GNTS	100300 GENERAL	\$66,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5253 CFS EMERG CC BRIDGE ASST	100300 GENERAL	\$731,215.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5216 CFS CHILD WELFARE SVCS	100300 GENERAL	\$378,257.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5214 CFS FOSTER CARE ELIG	100300 GENERAL	\$0.00	\$1,078,060.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5210 CFS INDEP LIVING SKILLS	100300 GENERAL	\$1,869.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5209 CFS CFS OTHER CEC PGRMS	100300 GENERAL	\$77,300.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5208 CFS ADOPTION SVCS	100300 GENERAL	\$12,870.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5207 CFS SA/HIV INFANT PGM	100300 GENERAL	\$0.00	\$292,340.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5204 CFS KINGAP ADMIN PLAN	100300 GENERAL	\$227,966.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5253 CFS EMERG CC BRIDGE ASST	100300 GENERAL	\$0.00	\$731,215.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$95,787.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$0.00	\$697,699.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3312:STATE AID, 2011 REALIGN	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$652,979.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3311:FEDERAL AID	5101 ADMINISTRATION (Home Org)	5256 CFS KINGAP CASH ASSIST	100300 GENERAL	\$0.00	\$51,069.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$584,102.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$500,427.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3312:STATE AID, 2011 REALIGN	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$0.00	\$633,908.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3311:FEDERAL AID	5101 ADMINISTRATION (Home Org)	5254 CFS EA FOSTER CARE PMTS	100300 GENERAL	\$0.00	\$450,621.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$331,831.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3313:COUNTY AID BASIC	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$380,521.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3312:STATE AID, 2011 REALIGN	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$0.00	\$190,261.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3311:FEDERAL AID	5101 ADMINISTRATION (Home Org)	5251 CFS FC ASSISTANCE PMTS	100300 GENERAL	\$380,521.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER	5101 ADMINISTRATION (Home Org)	5257 THP-PLUS FC ASSTNCE PMTS	100300 GENERAL	\$150,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF	5101 ADMINISTRATION (Home Org)	5257 THP-PLUS FC ASSTNCE PMTS	100300 GENERAL	\$0.00	\$400,144.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF	5101 ADMINISTRATION (Home Org)	5209 CFS CFS OTHER CEC PGRMS	100300 GENERAL	\$0.00	\$77,300.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5691 MOB-LABS GRANT	100300 GENERAL	\$0.00	\$741,040.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$96,186.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5687 WIA YOUTH ADM	100300 GENERAL	\$40,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5683 CAREER PATHWAYS TRUST-CPT	100300 GENERAL	\$0.00	\$685,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9966:MISC GRANTS & DONATIONS	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$1,046,586.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$0.00	\$985,984.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$2,940,715.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9966:MISC GRANTS & DONATIONS	5101 ADMINISTRATION (Home Org)	5672 ENTRPRSE ZONE VCHR REV	100300 GENERAL	\$0.00	\$40,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5670 CITY OF PITTSBURG EZ	100300 GENERAL	\$0.00	\$122,901.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5669 WORKFORCE ACCELERATOR	100300 GENERAL	\$0.00	\$85,168.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5667 REGIONAL TRAIING ORGANIZER	100300 GENERAL	\$0.00	\$925,744.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5667 REGIONAL TRAIING ORGANIZER	100300 GENERAL	\$703,547.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5666 REGIONAL IMPLMNTN GRANT	100300 GENERAL	\$0.00	\$720,286.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5666 REGIONAL IMPLMNTN GRANT	100300 GENERAL	\$592,142.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$0.00	\$612,963.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9435:MISCELLANEOUS STATE AID	5101 ADMINISTRATION (Home Org)	5650 SBDC SBA	100300 GENERAL	\$0.00	\$1,156,719.00	FY2024-25 EHSD BUDGET REBALANCE

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Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$0.00	\$382,148.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9555:FED AID EMPLOY & TRAINING	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$0.00	\$168,735.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9194:RENT OF OFFICE SPACE	5101 ADMINISTRATION (Home Org)	5601 WDB ADMIN	100300 GENERAL	\$0.00	\$11,360.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5691 MOB-LABS GRANT	100300 GENERAL	\$741,040.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$0.00	\$89,137.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$0.00	\$61,662.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$57,906.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$61,708.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5688 WIA YOUTH PROG	100300 GENERAL	\$240,681.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5687 WIA YOUTH ADM	100300 GENERAL	\$9,582.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5687 WIA YOUTH ADM	100300 GENERAL	\$31,955.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5683 CAREER PATHWAYS TRUST-CPT	100300 GENERAL	\$535,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$0.00	\$21,390,132.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9474:FED AID REFUGEES	5101 ADMINISTRATION (Home Org)	5422 WFRC DEV REFUGEE ASSIST	100300 GENERAL	\$0.00	\$136,255.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9471:FED AID FAMILY INC MTCE	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$30,350,729.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9465:ADMIN FEDERAL-OTHER	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$0.00	\$1,331,743.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9465:ADMIN FEDERAL-OTHER	5101 ADMINISTRATION (Home Org)	5451 CALWKS/EXP SUB EMP	100300 GENERAL	\$0.00	\$4,397,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9465:ADMIN FEDERAL-OTHER	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$6,012,889.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9261:STATE AID FAMILY INC MTCE	5101 ADMINISTRATION (Home Org)	5422 WFRC DEV REFUGEE ASSIST	100300 GENERAL	\$136,255.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9261:STATE AID FAMILY INC MTCE	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$0.00	\$8,960,598.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE-OTHER	5101 ADMINISTRATION (Home Org)	5460 CALWKS MH & SUB ABUSE PLN	100300 GENERAL	\$377,911.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9258:ADMIN STATE-OTHER	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$0.00	\$3,160,986.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9250:REALLOC/PY ADJ ADMN STATE	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$0.00	\$440,788.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5450 EHS WORKFORCE SVCS ADMIN	100300 GENERAL	\$0.00	\$738,095.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5424 LIHEAP CASH ASSISTANCE	100300 GENERAL	\$55.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5460 CALWKS MH & SUB ABUSE PLN	100300 GENERAL	\$530.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5451 CALWKS/EXP SUB EMP	100300 GENERAL	\$3,774,864.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5452 CALWKS/WTW/CL/CCC ELIG	100300 GENERAL	\$0.00	\$18,479,437.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5456 WFS CALFRESH ELIGIBILITY	100300 GENERAL	\$6,156,685.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5424 LIHEAP CASH ASSISTANCE	100300 GENERAL	\$0.00	\$55.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5422 WFRC DEV REFUGEE ASSIST	100300 GENERAL	\$0.00	\$136,255.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3311:FEDERAL AID	5101 ADMINISTRATION (Home Org)	5422 WFRC DEV REFUGEE ASSIST	100300 GENERAL	\$136,255.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3321:AB85 STATE MAP AID	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$0.00	\$1,325,532.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3314:STATE AID	5101 ADMINISTRATION (Home Org)	5421 TANF CASH ASSISTANCE	100300 GENERAL	\$10,196,997.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5683 CAREER PATHWAYS TRUST-CPT	100300 GENERAL	\$40,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5683 CAREER PATHWAYS TRUST-CPT	100300 GENERAL	\$110,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$0.00	\$90,977.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3611:INTERFUND EXP - GOV/GOV	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$0.00	\$1,490,715.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$0.00	\$470,500.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER INTRDPTMNTL CHARGES	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$598,220.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$0.00	\$1,369,477.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$26,619.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5672 ENTRPRSE ZONE VCHR REV	100300 GENERAL	\$40,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5670 CITY OF PITTSBURG EZ	100300 GENERAL	\$120,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	5670 CITY OF PITTSBURG EZ	100300 GENERAL	\$1,500.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2200:MEMBERSHIPS	5101 ADMINISTRATION (Home Org)	5670 CITY OF PITTSBURG EZ	100300 GENERAL	\$1,401.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5669 WORKFORCE ACCELERATOR	100300 GENERAL	\$0.00	\$34,801.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5669 WORKFORCE ACCELERATOR	100300 GENERAL	\$198,022.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5669 WORKFORCE ACCELERATOR	100300 GENERAL	\$26,451.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5667 REGIONAL TRAING ORGANIZER	100300 GENERAL	\$0.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5667 REGIONAL TRAING ORGANIZER	100300 GENERAL	\$334,835.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5667 REGIONAL TRAING ORGANIZER	100300 GENERAL	\$37,489.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5666 REGIONAL IMPLMNTN GRANT	100300 GENERAL	\$0.00	\$81,315.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5666 REGIONAL IMPLMNTN GRANT	100300 GENERAL	\$231,402.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5666 REGIONAL IMPLMNTN GRANT	100300 GENERAL	\$45,038.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$105,516.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$167,447.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2360:INSURANCE	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$2,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$340,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$75,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5656 WIA DISLOCATED WORKER PGM	100300 GENERAL	\$518,777.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5655 WIA DISLOCATED WORKER ADM	100300 GENERAL	\$129,077.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS- SERVICES	5101 ADMINISTRATION (Home Org)	5650 SBDC SBA	100300 GENERAL	\$36,318.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5650 SBDC SBA	100300 GENERAL	\$1,025,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5650 SBDC SBA	100300 GENERAL	\$95,397.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS- SERVICES	5101 ADMINISTRATION (Home Org)	5620 AB109	100300 GENERAL	\$65,312.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2300:TRANSPORTATION AND TRAVEL	5101 ADMINISTRATION (Home Org)	5620 AB109	100300 GENERAL	\$4,160.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5620 AB109	100300 GENERAL	\$201,772.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS- SERVICES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$927,027.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS- GOV/GOV	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$348,743.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$55,073.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2340:OTHER INTRDPTMNTL CHARGES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$1,698.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2335:OTHER TELECOM CHARGES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$163,507.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2330:OTHER GEN SVCS CHARGES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$22,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2328:ADMINISTRATIVE SERVICE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$7,535.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2326:INFORMATION SECURITY CHG	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$1,796.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2315:DATA PROCESSING SERVICE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$30,922.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$241,190.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$45,827.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2301:AUTO MILEAGE EMPLOYEES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$12,345.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2300:TRANSPORTATION AND TRAVEL	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$6,399.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2284:REQUESTED MAINTENANCE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$25,469.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2270:MAINTENANCE - EQUIPMENT	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$19,964.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2262:BLDG OCCUPANCY COSTS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$46,132.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2260:RENTS & LEASES - PROPERTY	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$17,855.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2251:COMPUTER SOFTWARE COST	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$2,486.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2250:RENTS & LEASES - EQUIPMENT	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$15,765.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2200:MEMBERSHIPS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$39,142.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	2190:PUBLICATIONS & LEGAL NOTICES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$29,808.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2150:FOOD	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$2,190.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2132:MINOR COMPUTER EQUIPMENT	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$11,268.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$41,559.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2110:COMMUNICATIONS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$4,847.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2103:POSTAGE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$1,857.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2100:OFFICE EXPENSE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$18,286.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$2,443,069.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1070:WORKERS COMPENSATION INS	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$3,767.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1063:UNEMPLOYMENT INSURANCE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$195.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1060:EMPLOYEE GROUP INSURANCE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$19,923.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1044:RETIREMENT EXPENSE	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$21,297.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1043:RET EXP-PRE 1997 RETIREES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$3,455.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1042:F.I.C.A.	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$7,262.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1015:DEFERRED COMP CTY CONTRB	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$1,533.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1011:PERMANENT SALARIES	5101 ADMINISTRATION (Home Org)	5619 PIC HOLDING	100300 GENERAL	\$0.00	\$89,399.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3611:INTERFUND EXP - GOV/GOV	5101 ADMINISTRATION (Home Org)	5610 SLINGSHOT	100300 GENERAL	\$0.00	\$2,913,429.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	5610 SLINGSHOT	100300 GENERAL	\$3,480,641.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$115,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	3316:SERVICE CONNECTED AID	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$178,148.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2310:NON CNTY PROF SPCLZD SVCS	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$0.00	\$290,000.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$75,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5608 WIA ADULT PROG	100300 GENERAL	\$609,202.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5607 WIA ADULT ADM	100300 GENERAL	\$104,817.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$10,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$10,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	5674 ADDITIONAL ASSISTANCE	100300 GENERAL	\$5,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$24,444.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2467:TRAINING & REGISTRATIONS	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$1,295.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2303:OTHER TRAVEL EMPLOYEES	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$1,296.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo
FY 2024-25 Year (FY 2024-25 Operating Budget)	2200:MEMBERSHIPS	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$13,700.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2131:MINOR FURNITURE/EQUIPMENT	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$16,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	1081:LABOR RECEIVED/PROVIDED	5101 ADMINISTRATION (Home Org)	5602 TITLE III RAPID RESPONSE	100300 GENERAL	\$225,794.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	5022:INTRAFUND-TRANS-SERVICES	5101 ADMINISTRATION (Home Org)	5601 WDB ADMIN	100300 GENERAL	\$106,917.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	2262:BLDG OCCUPANCY COSTS	5101 ADMINISTRATION (Home Org)	5601 WDB ADMIN	100300 GENERAL	\$0.00	\$75,556.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	1528 FACILITIES MANAGEMENT	100300 GENERAL	\$196,924.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	1409 COMM SVC ADMINISTRATION	100300 GENERAL	\$0.00	\$8,381.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	1401 INDIRECT ADMIN COSTS	100300 GENERAL	\$0.00	\$2,054,261.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	1482 CHILD NUTRITION FOOD SVC	100300 GENERAL	\$627,245.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$3,895,752.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9595:MISC GOVT AGENCIES	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$51,000.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9194:RENT OF OFFICE SPACE	5101 ADMINISTRATION (Home Org)	1417 CHILD CARE SVS PROGRAM	100300 GENERAL	\$64,050.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9552:FED AID COMM SVCS ADMIN	5101 ADMINISTRATION (Home Org)	1462 EARLY HS OPERATIONS	100300 GENERAL	\$2,860,596.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9975:MISC NON-TAXABLE REVENUE	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$3,037.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9922:SALE OF EQUIPMENT	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$5,623.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE
FY 2024-25 Year (FY 2024-25 Operating Budget)	9552:FED AID COMM SVCS ADMIN	5101 ADMINISTRATION (Home Org)	1432 HS OPERATIONS	100300 GENERAL	\$4,689,258.00	\$0.00	FY2024-25 EHSD BUDGET REBALANCE



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-82
C.40.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: ADMIN - IT Contract #20-518-1 SurveyMonkey Inc. Subscription Renewal

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Director, a Purchase Order and related agreement with SurveyMonkey Inc. for the purchase of survey management software to provide survey capabilities for the department, in an amount not to exceed \$35,528 for the period October 29, 2024 through October 28, 2026.

FISCAL IMPACT:

\$35,527.04: 59% Federal; 35% State; 6% County General Fund, of which \$17,364.57 is budgeted in FY 24-25 and \$18,162.47 will be budgeted in FY 25-26.

BACKGROUND:

The Employment and Human Services Department (EHSD) needs to renew its survey management software that will enable the department to securely survey its customers. This enables EHSD to obtain timely and relevant information on the community it serves. SurveyMonkey provides analytic reporting that provides insight in how the Department can improve. SurveyMonkey's Governing Service Agreement includes a limitation of liability capping liability at the amount of fees paid in the twelve (12) months prior to the claim arising. This vendor was selected per procurement requirements outlined in Administrative Bulletin 600.3.

On February 27, 2024 the Board approved item C.51 to execute a Purchase Order with SurveyMonkey Inc., for the purchase of survey management software to provide survey capabilities for the period October 29, 2023 through October 28, 2024. This action is to renew the County's subscription for this service.

CHILDREN'S IMPACT STATEMENT:

The software provided under this purchase support all five of Contra Costa County's community outcomes: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (3) "Families that are Economically Self-Sufficient"; (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families" by providing staff timely and accurate information about EHSD customers.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will not be able to maintain its survey capability in support of the department's customers.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-83
C.41.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Agreement #38-070-1 (CSB) Central Coast Energy Services, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an agreement with Central Coast Energy Services, Inc. in an amount not to exceed \$161,160 to provide software maintenance and support for the period July 1, 2024 through September 30, 2028.

FISCAL IMPACT:

\$161,160: 100% Federal funding, of which \$37,920 is budgeted in FY 24-25, \$37,920 will be budgeted in FY 25-26, \$37,920 will be budgeted in FY 26-27, \$37,920 will be budgeted in FY 27-28 and \$9,480 will be budgeted in FY 28-29.

BACKGROUND:

The Employment and Human Services Department (EHSD) operates the County's Low Income Home Energy Assistance Program (LIHEAP) through the Community Services Bureau. The energy payments are processed through a software and database management system, ServTraq© to link the payments and reports to roll up directly to the State of California. This Contractor provides the software and on-going maintenance services. The software application and platform was developed by the Contractor, and makes it available to the County via internet on a pay-per-agency basis. The Agreement contains an indemnification clause from the County to Contractor, Central Coast Energy Services, Inc., where the County will defend, indemnify and hold harmless Contractor against claims, actions, proceedings, losses, damages, expenses, and costs (including without limitation court costs and reasonable legal fees) arising out of or in connection with the County's breach of terms of this Agreement. ServTraq© is an application software provider approved by the California Community Services Development Department. The ServTraq© software connects with the State database system which facilitates County reporting requirements. The selection of this vendor aligns with the procurement requirements outlined in Administrative Bulletin 600.3.

CONSEQUENCE OF NEGATIVE ACTION:

Should the proposed action not be approved, County will not be able to process low-income energy and water service payments.

CHILDREN'S IMPACT STATEMENT:

This agreement supports all five (5) of the community outcomes established in the Children's Report Card: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive

Adulthood";(3)"Families that are Economically Self-Sufficient"; (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families," by supporting staff working directly with families and children.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-84
C.42.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Approve #20-598 (Admin) Purchase Order with GoDaddy Media Temple, Inc. for Sucuri

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Director, a purchase order with GoDaddy Media Temple Inc. for the purchase of Sucuri website security platform, subject to an Enterprise Services Agreement, in an amount not to exceed \$6,730 for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

\$6,730: 54% Federal, 38% State, 8% County General Fund, all of which is budgeted in FY24/25.

BACKGROUND:

The Employment and Human Services Department (EHSD) needs to purchase Sucuri's website security platform which will be used to provide comprehensive security platform for EHSD.org and EHSD's other external public websites. The platform provides monitoring, protection, response and backup. It will provide protection against potential security attacks against our public web properties. This purchase order includes a service agreement that includes modified indemnification language and a limitation of liability capping liability at the amount of fees paid in the six months prior to the claim arising. This vendor was selected per procurement requirements outlined in Administrative Bulletin 600.3.

CONSEQUENCE OF NEGATIVE ACTION:

The County will be limited in providing protection against public web properties.

CHILDREN'S IMPACT STATEMENT:

This agreement supports all five of the community outcomes established in the Children's Report Card: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (3) "Families that are Economically Self-Sufficient"; (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families," by supporting staff working directly with families and children.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-85
C.43.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Approve #20-054-5 (Admin) Contract Amendment with Fiscal Experts, Inc. dba Time Study Buddy

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Fiscal Experts, Inc., dba Time Study Buddy to increase the payment limit by \$87,960 to a new payment limit not to exceed \$324,000 for maintenance of the online time study application software, with no change to the term July 1, 2024 through June 30, 2026.

FISCAL IMPACT:

\$87,960: (54% Federal, 38% State and 8% County funds) \$43,980 of which is budgeted in FY 24-25 and \$43,980 of which will be budgeted in FY 25-26.

BACKGROUND:

Fiscal Experts' Time Study Buddy software is the foundation for EHSD's County expense claiming. It is currently in use in approximately thirty-two (32) California counties. The online Time Study Buddy software allows EHSD staff to input their individual information into a timekeeping database which supports an automated process to report time studies to the State. This automation improves the speed and accuracy of the time studies. Fiscal Experts is the only Contractor that can meet EHSD's claiming needs per California Department of Social Services (CDSS) claiming instructions. A sole source justification was approved on March 4, 2024; the vendor was selected per procurement requirements outlined in Administrative Bulletin 600.3. The contract was approved by the Board of Supervisors on April 22, 2024 (C.28), for a term July 1, 2024 to June 30, 2026. This request is to amend the current contract to increase the number of users allotted in the service agreement.

CONSEQUENCE OF NEGATIVE ACTION:

Fiscal Experts' time study software is the foundation for EHSD's claiming process to the State of California. Without it, the County would be unable to automatically provide time study information to the State which would cause errors and delays in the claiming process.

CHILDREN'S IMPACT STATEMENT:

This contract supports the fifth community outcome established in the Children's Report Card: "Communities that are Safe and Provide a High Quality of Life for Children and Families".



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-86
C.44.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Rescind Prior Board Action Pertaining to Contracted Services with Alameda Health System

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RESCIND Board action of March 19, 2024 (C.80), which pertained to a contract with Alameda Health System, and APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Affiliate Agreement #76-674-1 with Alameda Health System, a public hospital authority, for the provision of supervised field instruction for Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Center medical residency students at Alameda Health System facilities for the period January 1, 2025 through December 31, 2030.

FISCAL IMPACT:

Approval of this non-financial agreement will not result in any contractual service expenditure. (No fiscal impact)

BACKGROUND:

The purpose of this agreement is to provide CCRMC and Contra Costa Health Center medical residency students the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility at Alameda Health System facilities. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. Health Services Personnel approved this Agreement to ensure no conflicts with labor relations.

Approval of Affiliate Agreement #76-674-1 with Alameda Health System will allow County Medical residency students to receive supervised fieldwork instruction experience at Alameda Health System facilities for the period January 1, 2025 through December 31, 2030. This Agreement contains mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Agreement.

This Board Order clarifies the prior term language as previously approved by the Board on March 19, 2024 due to Contractor not returning the original Contract in a timely manner. Division and Contractor have renegotiated a new Contract term of January 1, 2025 through December 31, 2030.

CONSEQUENCE OF NEGATIVE ACTION:

If this recommendation is not approved, the prior Board action will stand and will be inconsistent with the renegotiated contract term contained herein.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-87
C.45.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #76-800-3 with ARL Bio Pharma, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-800-3 with ARL Bio Pharma, Inc., a corporation, in an amount not to exceed \$150,000 for the provision of analytical testing services for various compounded sterile and non-sterile drug preparations for inpatient and outpatient Pharmacies at Contra Costa Regional Medical Center (CCRMC) for the period January 1, 2025 through December 31, 2025.

FISCAL IMPACT:

Approval of this Contract will result in annual contractual service expenditures of up to \$150,000 and will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

CCRMC has an obligation to provide laboratory testing services to patients. On occasion, the county Contracts with outside laboratory testing services in order to provide testing that requires special equipment not available at County facilities. Contractor will provide analytical testing services for various compounded sterile and non-sterile drug preparations, as required by pharmacy law, including potency, sterility, and identification of the compound, from the inpatient and outpatient pharmacies at CCRMC. Contractor's services will provide real time information with access to samples and results anytime.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. CCRMC's Quality Management, Utilization Management and Contract Monitor staff meet on a regular basis to ensure monitoring and performance measures in the Contract are upheld. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. This Contractor was approved by the Public Works Department's Purchasing Agent on October 15, 2024.

On January 9, 2024, the Board of Supervisors approved Contract #76-800-2 with ARL Bio Pharma, Inc, in an amount not to exceed \$150,000 for the provision of analytical testing services for various compounded sterile and non-sterile drug preparations for inpatient and outpatient Pharmacies at CCRMC for the period January 1, 2024 through December 31, 2024.

Approval of Contract #76-800-3 will allow Contractor to continue providing analytical testing services at CCRMC through December 31, 2025. This Contract includes mutual indemnification to hold harmless both

parties for any claims arising out of the performance under this Contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, the CCRMC will not have access to analytical testing services for sterile and non-sterile drug preparations at designated depositories, which may delay services to patients.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-88
C.46.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-008-5 with Mission Hills Eye Center Medical Associates, Inc. (dba Mission Hills Eye Center)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract #77-008-5, with Mission Hills Eye Center Medical Associates, Inc. (dba Mission Hills Eye Center), a corporation, in an amount not to exceed \$4,800,000, to provide ophthalmology and optometry services to Contra Costa Health Plan (CCHP) members and County recipients for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$4,800,000 over a 3-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain medical specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been a part of the CCHP Provider Network providing ophthalmology and optometry services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since January 1, 2016.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contractor to ensure that no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. Per Administrative Bulletin 600.3 CCHP Physician services are exempt from solicitation requirements.

On December 14, 2021, the Board of Supervisors approved Contract #77-008-4 with Mission Hills Eye Center Medical Associates, Inc., in an amount not to exceed \$2,400,000 for the provision of ophthalmology and optometry services for CCHP members and County recipients, for the period January 1, 2022 through December 31, 2024.

Approval of Contract #77-008-5 will allow the Contractor to continue providing ophthalmology and optometry

services through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain specialized ophthalmology and optometry health care services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-89
C.47.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Pleasant Hill Recreation and Park District Agreement for Team Approach to Foodborne Outbreak Response PER-298 Training

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Pleasant Hill Recreation and Park District in an amount not to exceed \$1,700 for the rental of a facility in the Pleasant Hill Community Center on August 20 and August 21, 2025 to provide training to staff members.

FISCAL IMPACT:

The fiscal impact of this action will not exceed \$1,700 and is funded by Environmental Health fees.

BACKGROUND:

Contra Costa Environmental Health is sponsoring a Team Approach to Foodborne Outbreak Response Course to address the training needs of staff members who have a role in foodborne outbreak response. Participants include individuals from state and local government agencies with experience in foodborne disease outbreak response and investigation capabilities.

The Pleasant Hill Recreation & Park District Rental Contract requires the county to indemnify, defend, and hold harmless the District for any and all liabilities that arise from the county's use of their facilities. The training will be held in the Community Center Soroptomist Room.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Division will not have the appropriate approval to execute contract related to a County sponsored special event pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities). In addition, staff may not have the proper training if food safety concerns arise.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-90
C.48.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment Agreement #25-108-3 with Bay Area Community Resources, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #25-108-3 with Bay Area Community Resources, Inc., a non-profit corporation, to amend Contract #25-108-2, effective January 1, 2025, to increase the payment limit by \$232,000, from \$300,000 to a new payment limit of \$532,000 for additional rapid re-housing services for individuals and families experiencing homelessness in Contra Costa County with no change in the term October 1, 2024 through June 30, 2025.

FISCAL IMPACT:

Approval of this Amendment will result in additional budgeted expenditures up to \$232,000 and is funded 68% by Homeless Housing, Assistance and Prevention (HHAP) Grant funds (\$157,000) and 32% by Housing and Homelessness Incentive Program (HHIP) Grant funds (\$75,000). (No rate increase)

BACKGROUND:

This Contract meets the social needs of County's population by providing rapid rehousing services to the homeless population in Contra Costa County. These services include case management which will assist participants with food assistance, substance use treatment, education and training, employment and benefits assistance, health care, mental health counseling, childcare, and credit repair. Rapid re-housing services will include providing financial assistance for security deposits, utility deposits/payments, moving costs, hotel/motel vouchers, paid shelter costs, housing application and credit/background check fees, partial, tiered or full rental subsidies, to individuals and families experiencing homelessness.

This Contract is entered into under and subject to the following legal authorities: California Government Code § 26227 and 31000. This Contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. The Health, Housing and Homeless Services Division Contract Monitoring staff meet on a regular basis to ensure monitoring of performance measures set forth in the contract are upheld. The request for proposal (RFP) was posted on January 11, 2023 and closed on March 3, 2023. Bay Area Community Resources, Inc. was selected through the RFP process on April 28, 2023.

On October 8, 2024, the Board of Supervisors approved Contract #25-108-2 with Bay Area Community Resources, Inc., in an amount not to exceed \$300,000 for the provision of rapid re-housing services to individuals and families experiencing homelessness for the period October 1, 2024 through June 30, 2025.

Approval of Amendment Agreement #25-108-3 will allow Contractor to provide additional rapid re-housing services through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, individuals and families will not receive additional rapid re--housing services further putting individuals and families experiencing homelessness at risk.

CHILDREN’S IMPACT STATEMENT:

This program supports the following Board of Supervisors’ community outcomes: “Children Ready For and Succeeding in School”; “Families that are Safe, Stable, and Nurturing”; and “Communities that are Safe and Provide a High Quality of Life for Children and Families”. Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-91
C.49.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-516-1 with Compass Therapeutic Services, LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-516-1 with Compass Therapeutic Services, LLC, a limited liability company, in an amount not to exceed \$480,000, to provide Behavioral Health Treatment (BHT) and Applied Behavioral Analysis (ABA) services for Contra Costa Health Plan (CCHP) members and County recipients for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$480,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized BHT-ABA health care services including, but not limited to; treatment plans to improve the functioning of CCHP members with pervasive development disorder or autism under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been a member in the CCHP Provider Network providing BHT-ABA services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objective since January 1, 2023.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; and Health and Safety Code § 1451. Health Services Personnel approved this contract to ensure there is no conflict with labor relations. Contractor cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

In December 2022, the County Administrator approved and the Purchasing Services Manager executed Contract #77-516 with Compass Therapeutic Services, LLC, in an amount not to exceed \$200,000 for the provision of BHT and ABA services for CCHP members and County recipients for the period January 1, 2023 through December 31, 2024.

Approval of Contract #77-516-1 will allow the Contractor to continue to provide BHT and ABA services to CCHP members and County recipients through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved certain specialized BHT and ABA analysis services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and services may be delayed.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-92
C.50.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-493-2 with Diamond Ridge Post Acute LLC (dba Diamond Ridge Healthcare Center)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-493-2 with Diamond Ridge Post Acute LLC (dba Diamond Ridge Healthcare Center), a limited liability company, in an amount not to exceed \$24,000,000, to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members and County recipients, for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$24,000,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain SNF services for its members under the terms of their Individual and Group Health Plan membership Contracts with the County. Members are released from the hospital to recover at a SNF until they are well enough to be sent home. These services include but are not limited to: twenty-four (24) hour medical care, social service and case management coordination, wound care, respiratory therapy, nasogastric and gastric tube feeding and physical and speech therapy services. This Contractor has been a part of the CCHP Provider Network providing these services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since January 1, 2023.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this contract to ensure no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On January 17, 2023, the Board of Supervisors approved Contract #77-493-1 with Diamond Ridge Post Acute LLC (dba Diamond Ridge Healthcare Center), in an amount not to exceed \$600,000, for the provision of SNF

services for CCHP members and County recipients, for the period January 1, 2023 through December 31, 2024.

Approval of Contract #77-493-2 will allow the Contractor to continue to provide SNF services for CCHP members and County recipients through December 31, 2027. Increase in payment limit due to contractor accepting more CCHP Members than they have in the past.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain SNF services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-93
C.51.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-295-2 with Excell Post Acute LLC (dba Excell Health Care Center)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-295-2 with Excell Post Acute LLC (dba Excell Health Care Center), a limited liability company, in an amount not to exceed \$300,000, to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members and County recipients for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized SNF health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are released from the hospital to recover at an SNF until they are well enough to be sent home. These services include but are not limited to: twenty-four (24) hour medical care, social service and case management coordination, wound care, respiratory therapy, nasogastric and gastric tube feeding, physical and speech therapy services. Contractor's proven track record and established reputation within the medical community mitigates potential risks associated with CCHP's success and patient well-being. This Contractor has been part of the CCHP Provider Network providing SNF services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since December 1, 2020.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. The nature of the SNF services needed is complex and requires seamless coordination, integration and collaboration with existing programs and systems. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On January 17, 2023, the Board of Supervisors approved Contract #77-295-1 with Excell Post Acute LLC (dba

Excell Health Care Center) in an amount not to exceed \$600,000, for the provision of SNF services for CCHP members and County recipients, for the period January 1, 2023 through December 31, 2024.

Approval of Contract #77-295-2 will allow the Contractor to continue providing SNF services to CCHP members and County recipients through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved certain specialized SNF health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-94
C.52.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract 77-265-2 with Nova Care Home Health Services, Inc (dba Nova Health Care At Home)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract #77-265-2 with Nova Care Home health services, Inc (dba Nova Health Care At Home), a corporation, in an amount not to exceed \$300,000, to provide home health care services for Contra Costa Health Plan (CCHP) members and County recipients for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain home health care services for its members under the terms of their Individual and Group Health Plan membership Contracts with the County. Home health care services include but are not limited to intermittent skilled nursing, therapeutic and rehabilitative care in patients' residences. This Contractor has been a part of the CCHP Provider Network providing these services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since January 1, 2020.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor currently cooperates and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care, services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On February 22, 2022, the Board of Supervisors approved Contract #77-265-1 with Nova Care Home Health Services, Inc, in an amount not to exceed \$600,000, for the provision of home health care services for CCHP members and County recipients for the period January 1, 2022 through December 31, 2024.

Approval of Contract #77-265-2 will allow the Contractor to continue to provide home health care services for

CCHP members and County recipients through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain home health care services for CCHP members under the terms of their Individual and Group Health Plan membership Contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-95
C.53.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-494-2 with Shields Nursing Centers, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-494-2 with Shields Nursing Centers, Inc., a corporation, in an amount not to exceed \$18,000,000, to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members and County recipients, for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$18,000,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain SNF services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are released from the hospital to recover at an SNF until they are well enough to be sent home. These services include but are not limited to: twenty-four (24) hour medical care, social service and case management coordination, wound care, respiratory therapy, nasogastric and gastric tube feeding, physical and speech therapy services. Contractor's proven track record and established reputation within the medical community mitigates potential risks associated with CCHP's success and patient well-being. This Contractor has been a part of the CCHP Provider Network providing SNF services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since January 1, 2023.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this contract to ensure no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. The nature of the SNF services needed is complex and requires seamless coordination, integration and collaboration with existing programs and systems. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On January 17, 2023, the Board of Supervisors approved Contract #77-494-1 with Shields Nursing Centers, Inc., in an amount not to exceed \$1,400,000, for the provision of SNF services for CCHP members and County recipients, for the period January 1, 2023 through December 31, 2024.

Approval of Contract #77-494-2 will allow the Contractor to continue providing SNF services for CCHP members and County recipients through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain skilled nursing facility services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-96
C.54.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment Agreement #23-384-15 with Language Line Services, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #23-384-15 with Language Line Services, Inc., a corporation, effective November 1, 2024, to amend Contract #23-384-14, to increase the payment limit by \$3,000,000, from \$6,810,000 to a new payment limit of \$9,810,000, to provide additional Federal and State mandated interpretation and translation services and back-up telephonic services to our Healthcare Interpreter Network (HCIN) with no change in the original term of May 1, 2020 through April 30, 2025.

FISCAL IMPACT:

Approval of this Amendment will result in additional contractual service expenditures of up to \$3,000,000 and will be funded as budgeted 100% by Hospital Enterprise Fund I revenues. (No additional rates)

BACKGROUND:

This Contract allows County to meet Title VI language access regulations and Limited English Proficient (LEP) patient/client needs for the County. This Contract was entered into under and subject to the following legal authority: California Government Code §§ 31000. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. This Contractor has been a part of Contra Costa Health Services providing interpretation and translations services and fostering a deep understanding of the County's organizations mission, values, and long-term objectives since January 2006.

On May 26, 2020, the Board of Supervisors approved Contract #23-384-14 with Language Line Services, Inc., in an amount not to exceed \$6,810,000, for the provision of Federal and State mandated interpretation and translation services and back-up telephonic services to our HCIN, for the period May 1, 2020 through April 30, 2025.

Approval of Contract Amendment Agreement #23-384-15 will allow the Contractor to provide additional Federal and State mandated interpretation and translation services through April 30, 2025. This Contract delay was due to an administrative oversight on behalf of the Department's contract and budget monitoring staff. Contractor's services are used by multiple divisions which complicated tracking.

CONSEQUENCE OF NEGATIVE ACTION:

If this Amendment is not approved, the Contractor will not be able to provide additional translation services

required by State and Federal mandates.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-97
C.55.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment Agreement #23-457-22 with Health Care Interpreter Network

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #23-457-22 with Health Care Interpreter Network, a non-profit corporation, effective November 1, 2024, to amend Contract #23-457-19 (as amended by #23-457-21), to increase the payment limit by \$900,000, from \$3,377,500 to a new payment limit of \$4,277,500, to provide additional healthcare interpretation services for the County on the Healthcare Interpreter Network (HCIN) System with no change in the original term through June 30, 2025.

FISCAL IMPACT:

Approval of this Amendment will result in additional contractual service expenditures of up to \$900,000 and will be funded as budgeted 100% by Hospital Enterprise Fund I revenues. (No rate increase)

BACKGROUND:

Individuals with limited English proficiency are at risk of receiving lower quality health treatment because of language barriers. When an interpreter is not readily available patients may rely on family members, even children, to interpret health treatment instructions. California law has required hospitals to provide language assistance since 1990. The Healthcare Interpreter Network's system allows physicians at Contra Costa Regional Medical Center, Contra Costa Health Centers, CCHP Network providers and partner health systems nationwide to use a software program to route calls to a video conferencing device mounted in exam rooms, allowing qualified in-house medical interpreters and interpreters at other hospitals or remote locations to be connection within seconds to a patient. The average interpreter request response time is eleven seconds.

This Contract is entered into under and subject to the following legal authority: California Government Code § 31000. Health Services Personnel approved this contract to ensure no conflicts with labor relations. This Contractor has been a part of Contra Costa Health Services providing interpretation services and fostering a deep understanding of the County's organizations mission, values, and long-term objectives since April 2009.

On June 27, 2023, the Board of Supervisors approved Contract #23-457-19 with Health Care Interpreter Network, in an amount not to exceed \$1,577,500 for the provision of qualified foreign language and sign language interpretation services via video conferencing, for the period July 1, 2023 through June 30, 2025.

On May 21, 2024, the Board of Supervisors approved Amendment Agreement #23-457-21 with Health Care

Interpreter Network, effective May 15, 2024, to increase the payment limit by \$1,800,000 to a new payment limit of \$3,337,500 for additional healthcare interpretation services with no change in the term.

Approval of Contract Amendment Agreement #23-457-22 will allow the Contractor to provide additional healthcare interpretation services through June 30, 2025. This Contract delay was due to Department's oversight on tracking current funds as this Contractor's services are used by multiple divisions making it hard to accurately track.

CONSEQUENCE OF NEGATIVE ACTION:

If this Amendment is not approved, the Contractor will not be able to provide additional healthcare interpretation services required by State and Federal mandates.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-98
C.56.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Cancellation Agreement #77-377-4 and Contract # 77-377-5 with Tampico Healthcare Center, LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, as follows: (1) Cancellation Agreement #77-377-4 with J3TFZ, Inc. (dba Tampico Terrace Care Center), a Corporation, effective on the end of business on December 31, 2024; and (2) Contract #77-377-5 with Tampico Healthcare Center, LLC, a limited liability company, in an amount not to exceed \$16,000,000, to provide Skilled Nursing Facility (SNF) services for Contra Costa Health Plan (CCHP) members and County recipients, for the period January 1, 2025 through December 31, 2026.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$16,000,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain SNF services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been part of the CCHP Provider Network providing SNF services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since August 1, 2021. This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On August 13, 2024, the Board of Supervisors approved Contract #77-377-3 with Tampico Healthcare Center, LLC formerly known as J3TFZ, Inc. (dba Tampico Terrace Care Center), in an amount not to exceed \$16,000,000, for the provision of SNF services for CCHP members and County recipients, for the period August 1, 2024 through July 31, 2026.

In consideration of Contractor's agreement to continue providing services, both parties have agreed to revise the Contract to reflect the new ownership of the facility. Therefore, in accordance with General Conditions Paragraph 5 (Termination), of the Contract, the department and Contractor have agreed to a mutual cancellation of this Contract. Approval of Cancellation Agreement #77-377-4 will accomplish this termination.

Approval of Contract #77-377-5, will allow Contractor to continue providing SNF services for CCHP members and County recipients through December 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved certain specialized SNF services for CCHP members under the terms of their Individual and Group Health Plan membership Contracts with the County will not be provided and services may be delayed.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-99
C.57.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-298-2 with Exact Sciences Laboratories, LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-298-2 with Exact Sciences Laboratories, LLC, a limited liability company, in an amount not to exceed \$350,000, to provide outside diagnostic laboratory testing services including colorectal cancer screening, for Contra Costa Health Plan (CCHP) members and County recipients, for the period December 1, 2024 through November 30, 2026.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$350,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain outside diagnostic lab testing services including colorectal cancer screening for its members under the terms of their Individual and Group Health Plan membership contracts with the County. The County contracts with outside laboratory testing services in order to provide testing services not available at County facilities, to ensure patient care is provided as required. This Contractor has been a part of the CCHP Provider Network providing these services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since October 1, 2020. This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

In January 2023, the County Administrator approved and the Purchasing Services Manager executed Contract #77-298-1 with Exact Sciences Laboratories, LLC, in an amount not to exceed \$80,000, for the provision of diagnostic laboratory testing services for CCHP members and County recipients, for the period December 1, 2022 through November 30, 2024.

Approval of Contract #77-298-2 will allow the Contractor to continue providing outside diagnostic laboratory testing services including colorectal cancer screening for CCHP members and County recipients through November 30, 2026. This Contract was delayed due to review of contract language taking longer than anticipated.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain outside diagnostic laboratory testing services including colorectal cancer screening for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-100
C.58.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #27-420-10 with Pinnacle Mental Wellness Group, A Family Counseling Community, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-420-10 with Pinnacle Mental Wellness Group, A Family Counseling Community, Inc., a corporation, in an amount not to exceed \$1,200,000, to provide behavioral health services - therapy for Contra Costa Health Plan (CCHP) members and County recipients, for the period January 1, 2025 through December 31, 2027.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$1,200,000 over a 3-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain behavioral health services - therapy for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been a part of the CCHP Provider Network providing these services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since April 15, 2009. This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor currently cooperates with and participates in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On December 14, 2021, the Board of Supervisors approved Contract #27-420-9 with Pinnacle Mental Wellness Group, A Family Counseling Community, Inc., in an amount not to exceed \$480,000, for the provision of behavioral health services - therapy for CCHP members and County recipients, for the period January 1, 2022 through December 31, 2024.

Approval of Contract #27-420-10 will allow the Contractor to continue behavioral health services - therapy for

CCHP members and County recipients through December 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain behavioral health services - therapy for CCHP members under the terms of their Individual and Group Health Plan membership Contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-101
C.59.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment Agreement #25-084-6 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #25-084-6 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), a non-profit corporation, to amend Contract #25-084-4, (as amended by Amendment Agreement #25-084-5) effective January 1, 2025, to increase the payment limit by \$74,790, from \$2,942,790 to a new total payment limit of \$3,017,580 to provide additional rapid rehousing and homeless prevention services for transition aged youth (TAY), adults, and families in Contra Costa County with no change in the term January 1, 2023 through June 30, 2027.

FISCAL IMPACT:

Approval of this Amendment Agreement will result in additional expenditures of \$74,790 funded 100% by Homeless Housing Assistance and Prevention Program (HHAP) budgeted by the department. (No rate increase)

BACKGROUND:

This Contract meets the social needs of the County's population by providing rapid rehousing and homeless prevention services to the homeless TAY, adult and family population in Contra Costa County. These services include case management which will assist participants with food assistance, substance use treatment, education and training, employment and benefits assistance, health care, mental health counseling, childcare, and credit repair. Rapid rehousing services will include providing financial assistance for security deposits, utility deposits/payments, moving costs, hotel/motel vouchers, paid shelter costs, housing application and credit/background check fees, partial, tiered or full rental subsidies, to participants experiencing homelessness or who are at risk of becoming homeless. Contractor has been providing rapid rehousing and homeless prevention services for the County since January 1, 2020. The request for proposal (RFP) was posted on January 11, 2023 and closed on March 3, 2023. This Contractor was selected through the RFP process on April 28, 2023.

This Contract is entered into under and subject to the following legal authorities: California Government Code § 26227 and 31000. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. The Health, Housing and Homeless Services Division Contract Monitoring staff meet on a regular basis to ensure monitoring of performance measures set forth in the contract are upheld.

On November 28, 2023, the Board of Supervisors approved Contract #25-084-4 with Contra Costa Interfaith

Transitional Housing, Inc. (dba Hope Solutions) in an amount of \$1,342,790 to provide wraparound rapid rehousing and homeless prevention services for homeless TAY in Contra Costa County to achieve self-sufficiency and housing stability for the period January 1, 2023 through June 30, 2025.

On May 14, 2024, the Board of Supervisors approved Amendment #25-084-5 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), to increase the payment limit by \$1,600,000 to a new total payment limit of \$2,942,790 and extend the termination date from June 30, 2025 to June 30, 2027 for additional rapid rehousing and homeless prevention services for adults, and families in Contra Costa County.

Approval of Contract Amendment Agreement #25-084-6 will allow Contractor to provide additional rapid rehousing and homeless prevention services to TAY, adults, and families through June 30, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Amendment Agreement is not approved, homeless TAY, adults, and families in Contra Costa County will not receive additional housing assistance provided by Contractor further putting their health and safety at risk.

CHILDREN’S IMPACT STATEMENT:

This program supports the following Board of Supervisors’ community outcomes: “Families that are Safe, Stable, and Nurturing”; and “Communities that are Safe and Provide a High Quality of Life for Children and Families”. Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-102
C.60.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-446-1 with Freedom Mobility Centers, LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-446-1 with Freedom Mobility Center, LLC, a limited liability company, in an amount not to exceed \$2,400,000, to provide Durable Medical Equipment (DME) services for custom wheelchairs to Contra Costa Health Plan (CCHP) members and County recipients for the period February 1, 2025 through January 31, 2028.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$2,400,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized DME health services including all related equipment and medical supplies for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been a part of the CCHP Provider Network providing DME services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since February 2022.

This Contract is entered into under and subject to the following legal authorities California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure there is no conflict with labor relations. Contractor will continue to cooperate with and participate in CCHP's Quality Improvement activities to improve the quality of care and services and Member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On February 8, 2022, the Board of Supervisors approved Contract #77-446 with Freedom Mobility Centers, LLC, in an amount not to exceed \$495,000, for the provision of DME services for custom wheelchairs for CCHP members and County recipients, for the period February 1, 2022 through January 31, 2025.

Approval of Contract #77-446-1, will allow the Contractor to continue to provide DME services to CCHP

members and County recipients through January 31, 2028.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain specialized DME health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and supplies needed for patients living may be delayed.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-103
C.61.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #27-999-3 with Ruth Schrager (dba Alameda Nutrition)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-999-3 with Ruth Schrager (dba Alameda Nutrition), a sole proprietor, in an amount not to exceed \$300,000, to provide dietician services for Contra Costa Health Plan (CCHP) members and County recipients for the period February 1, 2025 through January 31, 2028.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized dietician services including dietary and nutritional services, for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This Contractor has been a part of the CCHP Provider Network providing dietician services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since February 2016.

This Contract is entered into under and subject to the following legal authorities California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this Contract to ensure no conflicts with labor relations. Contractor shall cooperate with and participate in CCHP's Quality Improvement activities to improve the quality of care and services and Member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

On February 1, 2022 the County Administrator approved and the Purchasing Services Manager executed Contract #27-999-2 with Ruth Schrager (dba Alameda Nutrition), in an amount not to exceed \$45,000 for the provision of dietician services for CCHP members for the period February 1, 2022 through January 31, 2025.

Approval of Contract #27-999-3 will allow Contractor to continue providing dietician services for CCHP members and County recipients through January 31, 2028.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain dietician services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-104
C.62.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-526-1 with John Canlas Nutrition LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-526-1 with John Canlas Nutrition LLC, a limited liability company, in an amount not to exceed \$300,000, to provide dietitian services for Contra Costa Health Plan (CCHP) members and County recipients, for the period February 1, 2025 through January 31, 2028.

FISCAL IMPACT:

Approval of this Contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain dietitian services including but not limited to nutrition and counseling services for its members under the terms of their Individual and Group Health Plan membership Contracts with the County. This Contractor has been a part of CCHP Provider Network providing dietitian services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since February 2023.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. Health Services Personnel approved this contract to ensure no conflicts with labor relations. Contractor will cooperate with and participate in CCHP's Quality Management Program which consists of quality improvement activities to improve the quality of care and services and member experience. Cooperation includes collection and evaluation of performance measurement data and participation in the organization's clinical and service measure Quality Improvement Programs. These contracted services were determined to be exempt from Administrative Bulletin 600.3 solicitation requirements by the Public Works Department's Purchasing Division.

In February 2023, the County Administrator approved and the Purchasing Services Manager executed Contract #77-526 with John Canlas Nutrition LLC, in an amount not to exceed \$100,000, for the provisions of dietitian services for CCHP members for the period February 1, 2023 through January 31, 2025.

Approval of Contract #77-526-1 will allow the Contractor to continue to provide dietitian services for CCHP members and County recipients through January 31, 2028.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, certain dietitian services for CCHP members under the terms of their Individual and Group Health Plan membership Contracts with the County will not be provided and may cause a delay in services to CCHP members.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-105
C.63.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Interagency Agreement #23-551-5 with City of Richmond on behalf of its Fire Department

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director or designee, to execute Interagency Agreement #23-551-5 with the City of Richmond on behalf of its Fire Department, in an amount not to exceed \$229,462, to provide prehospital emergency medical first responder services within the City of Richmond, for the period July 1, 2024 through June 30, 2025.

FISCAL IMPACT:

This Contract will result in contractual service expenditures of up to \$229,462 and funded 100% by County Service Area (CSA) EM-1 (Measure H) funds.

BACKGROUND:

CSA EM-1 was established in 1989 to provide enhanced emergency medical services, including rapid paramedic-staffed ambulance response, to the residents of Contra Costa County. On May 14, 2013, the Board of Supervisors authorized the County's Health Services Emergency Medical Services Division approval of CSA EM-1 fire agency funding, based on a population-based funding formula, to partially offset cost to the fire agencies providing first responder Paramedic services in Zone.

This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code §§ 1797 et seq. CCRMC's Quality Management, Utilization Management and Contract Monitor Staff meet on a regular basis to ensure monitoring and performance measures in the Contract are upheld. This Contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. Per Administrative Bulletin 600.3 CCRMC Physician services are exempt from solicitation requirements.

On June 11, 2019, the Board of Supervisors approved Contract #23-551-3 with the City of Richmond on behalf of its Fire Department, in an amount not to exceed \$669,066 to provide funding for Fire First Responder Emergency Medical services, for the period July 1, 2019 through June 30, 2022.

Under Interagency Agreement #23-551-5, County will provide funding for First Responder and Emergency Medical services through June 30, 2025. This Contract includes mutual indemnification to hold both parties harmless for any claims arising out of the performance of this Agreement. This Contract is late due to an oversight by the City of Richmond Fire Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, County will not receive agency's prehospital emergency medical first responder services within the City of Richmond.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-106
C.64.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment/Extension Agreement #25-118-1 with Bay Area Community Services, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment/Extension Agreement #25-118-1 with Bay Area Community Services, Inc., a non-profit corporation, to amend Contract #25-118, effective September 1, 2024, to increase the payment limit by \$1,718,200, from \$2,681,135 to a new payment limit of \$4,399,335 and extend the termination date from March 31, 2025 to June 30, 2025 for additional rapid rehousing, homeless prevention and shallow subsidy services to individuals and families experiencing homelessness or at risk of homelessness in Contra Costa County.

FISCAL IMPACT:

Approval of this Amendment/Extension will result in additional budgeted expenditures up to \$1,718,200 funded 54% by Homeless Housing, Assistance and Prevention (HHAP) grant funds and 46% by Measure X Housing funds. (No rate increase)

BACKGROUND:

This Contract meets the social needs of county's population by providing rapid rehousing, homeless prevention, and shallow subsidy services to the homeless population in Contra Costa County. These services include case management which will assist participants with food assistance, substance use treatment, education and training, employment and benefits assistance, health care, mental health counseling, childcare, and credit repair. Rapid rehousing services also include providing financial assistance for security deposits, utility deposits/payments, moving costs, hotel/motel vouchers, paid shelter costs, housing application and credit/background check fees, partial, tiered or full rental subsidies, to individuals and families experiencing homelessness or who are at risk of becoming homeless.

This Contract is entered into under and subject to the following legal authorities: California Government Code § 26227 and 31000. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. The Health, Housing and Homeless Services Division Contract Monitoring staff meet on a regular basis to ensure monitoring of performance measures set forth in the contract are upheld. This contractor has been a longstanding partner in previous projects, fostering a deep understanding of our organization's mission, values, and long-term objectives. Engaging them again will enable knowledge transfer, avoiding knowledge gaps and ensuring continuity in service delivery to vulnerable populations experiencing housing instability or homelessness. The request for proposal (RFP) was posted on January 11, 2023 and closed on

March 3, 2023. Bay Area Community Services, Inc. was selected through the RFP process on April 28, 2023.

On December 12, 2023, the Board of Supervisors approved Contract #25-118 with Bay Area Community Services, Inc., in an amount not to exceed \$2,681,135 for the provision of rapid rehousing, homeless prevention and shallow subsidy services to individuals and families experiencing homelessness or at risk of homelessness in Contra Costa County for the period October 1, 2023 through March 31, 2025.

Approval of Amendment/Extension Agreement #25-118-1 will allow Contractor to provide additional rapid rehousing, homeless prevention and shallow subsidy services through June 30, 2025. This Contract is late due to prolonged negotiations for additional services and budget between the Division and Contractor.

CONSEQUENCE OF NEGATIVE ACTION:

If this Amendment/Extension is not approved, additional individuals and families will not receive available housing services further putting the health of those individuals and families experiencing homelessness at risk.

CHILDREN’S IMPACT STATEMENT:

This program supports the following Board of Supervisors’ community outcomes: “Children Ready For and Succeeding in School”; “Families that are Safe, Stable, and Nurturing”; and “Communities that are Safe and Provide a High Quality of Life for Children and Families”. Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-107
C.65.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Affiliate Agreement #76-902 with Alameda Health System

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Affiliate Agreement #76-902 with Alameda Health System, a public hospital authority, for the provision of supervised field instruction for Alameda Health System medical residency students at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period January 1, 2025 through December 31, 2030.

FISCAL IMPACT:

Approval of this non-financial agreement will not result in any contractual service expenditure. (No fiscal impact)

BACKGROUND:

The purpose of this agreement is to provide Alameda Health System medical residency students the opportunity for supervised field instruction to integrate academic knowledge and applied skills at progressively higher levels of performance and responsibility at CCRMC and Contra Costa Health Centers. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation for Alameda Health System medical residency students. Health Services Personnel approved this Contract to ensure no conflicts with labor relations.

Approval of new Affiliate Agreement #76-902 with Alameda Health System will allow Alameda Health System medical residency students to receive supervised fieldwork instruction experience at CCRMC and Contra Costa Health Centers for the period January 1, 2025 through December 31, 2030. This Agreement contains mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, Alameda Health System medical residency students will not receive supervised fieldwork instruction experience at CCRMC and Contra Costa Health Services.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-108
C.66.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #72-232 with Illumina, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-232 with Illumina, Inc., a corporation, which includes Quotation #4608806 and Service Contract Terms and Limitations, in an amount not to exceed \$46,165 for preventative maintenance services on the Illumina MiSeq instrument, for the period from June 23, 2024 through June 22, 2027.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$46,165 over a 3-year period and will be funded 100% by Public Health Laboratory fees.

BACKGROUND:

The Illumina MiSeq has become a widely-used tool in genomic sequencing of pathogens. The service of this instrument at the Public Health Laboratory provides continued use and assurance of proper performance of the instrument. This instrument can only be serviced by Illumina, Inc. since they are specialized in its technology. This contractor has been approved by the Public Works Department's Purchasing Division on April 11, 2024.

Under contract #72-232, the parties will execute Quotation #4608806 including the following non-standard contract terms and conditions: i) Contractor shall not be obligated to provide a substitute preventative maintenance visit; ii) Contractor shall not be liable for any economic, consequential, incidental, special or other damages or losses of any kind resulting from the down time during such preventative maintenance visits; iii) Contractor shall not be liable to purchase for costs of procurement of substitute products or services, lost profits, data or business, or for any indirect, special, incidental, exemplary, consequential or punitive damages arising out of or in connection with, without limitation, the sale of the covered hardware or service contract, use of the covered hardware, the items and services provided hereunder, Contractor's performance or any of these terms and conditions, however arising or caused and on any theory of liability (whether in contract, tort (including negligence), strict liability or otherwise); and iv) Contractor's total and cumulative liability shall not exceed the amount paid to Contractor for the billable services.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Public Health Laboratory will not be able to rely on the working conditions of this equipment for the sequencing of patient specimens and retail meat surveillance.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-109
C.67.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Grant Award #28-701-10 from the U. S. Department of Health and Human Services

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept Grant Award #28-701-10 (State #90CX7510-01-00) from the U.S. Department of Health and Human Services (DHSS) Administration for the Children and Families, Family and Youth Services Bureau, to pay County an amount not to exceed \$250,000 for the Transitional Living Program (TLP) to provide stable shelter and housing options and services to support the transition to stable independent living, for runaway and homeless transitional age youth (TAY) in Contra costa County for the period from September 30, 2024 through September 29, 2025.

FISCAL IMPACT:

This Award will allow County to receive an amount not to exceed \$250,000 from the U. S. Department of Health and Human Services Administration for the operation of a TLP for runaway and homeless TAY. A \$27,777 match is required by the County.

BACKGROUND:

The purpose of the TLP is to provide safe, stable, and appropriate shelter for up to 21 months for runaway and homeless TAY, ages eighteen to twenty-one (18-21). The goal of TLP is to help youth establish self-sufficiency and sustainable living for themselves and, if applicable, their children. To qualify for TLP, agencies must provide a multitude of services and supports to youth and/or young adults including safe and stable shelter, screening and assessments, education and outreach, case management, development of permanent connections, life-skills training, and transition support to permanent housing. With DHHS funding, agencies can provide transitional housing and critical support services to runaway and homeless TAY, improving outcomes in the services and supports listed above. The Health, Housing and Homeless Services Division (H3) is seeking Board of Supervisors approval to accept the Award to fund safe shelter and supportive services.

Under Grant Award #28-701-10, County will receive funding to support the TLP to provide housing, educational and vocational opportunities, and life skills to runaway and homeless TAY through September 29, 2025. This Award was delayed due to the Division needing approval from the DHHS to utilize award funds which was approved on December 17, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this Award is not approved, the TLP would be required to operate at reduced capacity, displacing youth back into homelessness.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-110
C.68.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Grant Agreement #78-071 with California Department of Housing and Community Development

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Grant Agreement #78-071 with California Department of Housing and Community Development (HCD), to pay County an amount not to exceed \$5,708,517 to provide homeless outreach services, interim shelter and permanent supportive housing through the Encampment Resolution Fund (ERF) in the City of San Pablo effective subject to County Counsel approval and grantor's execution of the agreement through April 15, 2029.

FISCAL IMPACT:

Under this Grant Agreement, the County will receive an allocation of up to \$5,708,517 over a 4-year period. There is no required County match.

BACKGROUND:

This is a first-time grant award provided to Health, Housing, and Homeless Services (H3) to implement pathways for permanent housing through ERF services in the City of San Pablo. This grant funding will support the recruitment, hiring, onboarding, training, and salaries of a total of fifteen (15) staff members for approximately three (3) years of program operations. Additional staffing will aim to increase H3's ability to provide a range of options including interim shelter (non-congregate) and permanent housing opportunities to encampment residents in San Pablo. ERF funding will also support the construction of twenty (20) modular units located on the Brookside Shelter campus in Richmond and expand County's CORE program.

This ERF project for the encampment in San Pablo has been prioritized due to being a "legacy" encampment in Contra Costa County and presents existing high health and safety risks to residents and the local community. Previous and existing partnerships with the San Pablo Police Department and local providers have been in place for years, and the encampment has remained active due to high housing costs, limited ongoing engagement, and difficulty accessing the encampment. The encampment is hidden among dense and dry vegetation in San Pablo, posing safety risks such as risk of fire and encampment residents are at risk for chronic health conditions from exposure. Many residents are on probation or parole, and many have low to no income, creating high and near-impassable barriers to housing. Over the past year, at least 50 encampment residents have engaged with existing CORE Homeless Outreach teams and local organizations to obtain homeless services. With ERF funding, H3 can create a new full-time CORE team dedicated to this encampment.

On February 2, 2024, the Board of Supervisors approved the Health Services Director, or designee, to apply for funding from the California Interagency Council on Homelessness, in an amount not to exceed \$20,000,000 to support new programs including Diversion, Outreach, Interim Housing, Bridge Housing, Rapid Rehousing, Shallow Subsidy, Permanent Supportive Housing, and Administration of these program.

Under Grant Agreement #78-071, County will receive funding to provide homeless outreach services, interim shelter, and permanent supportive housing for encampment residents through April 15, 2029.

CONSEQUENCE OF NEGATIVE ACTION:

If this Grant Agreement is not approved, County will not receive EFR funds to provide homeless outreach services, interim shelter, and permanent supportive housing further putting encampment residents' health and safety at risk.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-111
C.69.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Payment for Services Provided by Public Health Foundation Enterprises, Inc. (dba Heluna Health)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount not to exceed \$24,641 to Public Health Foundation Enterprises, Inc. (PHFE) (dba Heluna Health) for contract staff services provided for the Health Ambassador program during the period of August 1, 2024 through September 30, 2024.

FISCAL IMPACT:

Approval of this action will result in a one-time expenditure in an amount not to exceed \$24,641 and will be 89% funded by the EHSD Workforce Health Grant from California Volunteers in partnership with the Contra Costa Workforce Development Board, and 11% funded by County General Fund budgeted in the current FY.

BACKGROUND:

On October 1, 2022, the Employment and Human Services Department (EHSD) Workforce Development Board entered into an agreement with the Health Services Department to use California Volunteers funding to operate a Community Health Ambassador Program that would employ individuals meeting EHSD program criteria through June 30, 2024. This partnership program provided COVID and other health related outreach and education in our historically marginalized neighborhoods across the county. The state funding allowed the county to hire 30 workforce health ambassadors and 2 project coordinators. The Community Health Ambassador program and EHSD Staff met on a regular basis to ensure monitoring and performance measures in the state grant were upheld. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. PHFE was the employer of record for temporary employees (ambassadors & project coordinators) hired for the project.

In June of 2024 the State granted EHSD an extension to use available funding through September 30, 2024. As the end of the term drew closer, we found an opportunity to hire another candidate under EHSD's personnel and fringe benefits line item at a higher hourly rate than the rates set forth in the contract payment provisions. Unfortunately, this did not allow sufficient time to amend the agreement with PHFE to pay the August and September invoices for that contractor at a higher pay rate than in the contract.

The Contractor provided payroll services at the request of the County even though the hourly pay rate was more than noted in the contract. The Department cannot pay Contractor for services rendered that exceed the rates identified in the payment provisions of the contract. As such, the Department recommends that the Board

authorize the Auditor-Controller to issue a one-time payment not to exceed \$24,641 to PHFE for services provided.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, PHFE will not be paid for services rendered in good faith.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-112
C.70.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with Computacenter United States Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Computacenter United States Inc. in an amount not to exceed \$331,217 to purchase Dell PowerEdge Servers, hardware, and software support and maintenance services effective the date the hardware arrives and for five years thereafter.

FISCAL IMPACT:

Approval of this action will result in a one-time hardware expenditure and annual maintenance support expenditures of up to \$331,217 over a five-year period and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

Contra Costa Health (CCH) is replacing its aging hardware in the Concord Data Center that are no longer supported. The current servers handle workload for various department administrative applications, infrastructure management, as well as third-party application interfacing CCH electronic medical application, Epic.

On February 14, 2017, the Board of Supervisors approved agenda item C.51 to execute a Customer Purchase Agreement for Products and Services, a Product Schedule, and a Services Schedule with Dell Marketing L.P., in an amount not to exceed \$239,250 for the purchase of data storage hardware, professional services, and support for the period of February 15, 2017 through March 31, 2018, and annually renewing thereafter. The Dell Marketing L.P. and Dell's Customer Purchase Agreement also governs this purchase.

On October 24, 2023, the Board of Supervisors approved agenda item C.52 to execute purchase order #29156 Computacenter United States Inc. in an amount not to exceed \$456,818 for the period from October 31, 2023 through October 30, 2024, and a Computacenter Master Services Agreement for the period from October 31, 2023 through October 30, 2024 for Citrix software licenses. The Citrix software licenses and the Computacenter Master Services Agreement also governs this purchase.

From September 10, 2024 through October 4, 2024, a Request For Proposal (RFP) was conducted to solicit bids for 16 rack mounts or blades platform with Intel CPU powered servers. Eight suppliers submitted proposal, and Computacenter was selected as the successful bidder.

CONSEQUENCE OF NEGATIVE ACTION:

The existing servers have reached the end of their operational life and are at risk of failure. Without replacement, CCH faces the potential loss of critical County data and diminished reliability of its electronic medical record system, Epic. Such failures would severely impact operational efficiency, and the quality of healthcare services provided by CCH.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-113
C.71.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with Getty Images (US), Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Getty Images (US), Inc. in an amount not to exceed \$6,000, and ACCEPT iStock Content License Agreement for a subscription to purchase images used for videos, flyers, posters and other communications during the period from February 1, 2025 through March 31, 2028.

FISCAL IMPACT:

Approval of this action will result in expenditures of up to \$6,000 over the 37-month term and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Community Education & Information (CEI) Unit within the Office of the Director is responsible for internal and external communications for Contra Costa Health (CCH). CEI conducts media and public information campaigns and oversees the department's website and social media tools. CEI provides technical assistance for CCH programs in the production of publicly distributed materials, as well as in media promotion, information dissemination, and community education and outreach. The Getty Images subscription provides access to purchasing a variety of images to support CEI's projects.

iStockphoto also known as iStock was acquired by Getty Images, Inc. The iStock License Agreement requires the county to defend, indemnify, and hold harmless iStock and Getty Images for all damages, liabilities and expenses arising out of the county's breach of the agreement. The vendor's total liability under the agreement is limited to \$10,000 per item of content. However, neither iStock or Getty Images will be liable to county or any other person for punitive, special, indirect, consequential, or incidental damages.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCH will not have access to the subscription and will be unable to purchase images for communication materials.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-114
C.72.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with R-Computer, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with R-Computer, Inc. in an amount not to exceed \$5,500,000 for the purchase of custom computers, monitors, scanners, laptops, and other hardware parts for the period from February 1, 2025 through June 30, 2029.

FISCAL IMPACT:

Approval of this action will result in expenditures of up to \$5,500,000 over a 53-month period and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

The Health Services Department Information Technology (IT) Unit currently owns custom built systems, laptops, thin clients, monitors, printers, scanners, and other related hardware parts. These PC systems are custom configured and designed to fit for multiple Health Services departments including the hospital, health centers, Behavioral Health, Public Health, Contra Costa Health Plan, Authorization Unit, Environmental Health, Medical Records, and Finance and Administration.

From August 14 through August 30, 2024, a Request For Proposals (RFP) was conducted to solicit bids for miscellaneous computer hardware and accessories. Three suppliers submitted proposals, and R-Computer, Inc. was selected as the successful bidder. The Contra Costa County Standard Terms and Conditions related to purchase orders will govern the purchase of items.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the hardware will be outdated, and unexpected failure will be high. This could impact productivity at some locations including patient care at the hospital, health center locations, and key divisions.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-115
C.73.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with VelocityEHS, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, (1) a purchase order with VelocityEHS, Inc. in an amount not to exceed \$13,000 and (2) a Master Subscription and Services Agreement for access to an electronic chemical safety database, from October 30, 2024 through October 29, 2026.

FISCAL IMPACT:

Approval of this action will result in expenditures of up to \$13,000 over a two-year period and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

Contra Costa Regional Medical Center (CCRMC) has utilized VelocityEHS chemical safety database services for over 14 years to support chemical management efforts. The software provides access to a Safety Data Sheet (SDS) database, viewing capabilities, and an eBinder with indexing functionality for file management. SDS documents provide critical information about the properties, hazards, handling, storage, and emergency procedures for specific chemicals, which are essential for safety compliance.

Delays were encountered due to prolonged vendor communications regarding legal review of the agreement in addition to a lapse in their California business registration. CCRMC is committed to starting every agreement in advance and will do our best to avoid retroactive items in the future.

The agreement obligates the County to indemnify VelocityEHS against third party claims for County's infringement of intellectual property rights or unauthorized use of the service. The vendor's liability under this agreement is limited to the amount paid by the County in the twelve months preceding the claim, except for breaches of confidentiality and indemnification obligations, which are capped at \$1,000,000.

CONSEQUENCE OF NEGATIVE ACTION:

CCRMC is required by Occupational Safety and Health Administration and other regulatory bodies to maintain and provide access to safety data sheets for all hazardous chemicals. Failure to approve this action could result in fines, legal penalties, and increased scrutiny from regulatory agencies.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-116
C.74.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with GE Precision Healthcare LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a one-time purchase order with GE Precision Healthcare LLC in an amount not to exceed \$567,048, and related agreement for the purchase of a radiography and fluoroscopy system.

FISCAL IMPACT:

Approval of this action will result in a one-time expenditure of up to \$567,048 and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

Contra Costa Regional Medical Center (CCRMC) would like to purchase a radiography and fluoroscopy system. Radiography systems use X-rays to capture static images of the internal structures of the body for diagnosing conditions like fractures and infections, while fluoroscopy systems provide real-time moving images using continuous X-ray beams for dynamic studies and guiding medical procedures. These systems are essential in modern medicine, offering vital imaging capabilities for diagnosis and treatment across various medical fields.

GE Precision Healthcare LLC, officially known as GE HealthCare, is a global leader in medical technology, pharmaceutical diagnostics, and digital solutions aimed at enhancing healthcare delivery and patient outcomes. Also, they integrate advanced medical imaging, artificial intelligence, and molecular diagnostics to enhance diagnosis, treatment, and patient management.

GE Precision Healthcare is a member of the Vizient Group Purchasing Organization (GPO), which means that Contra Costa Regional Medical Center (CCRMC) will receive rebates. This will further solidify our shared dedication to delivering high-quality, cost-effective healthcare solutions.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCRMC will not be able to perform tests to diagnose fractures, infections, and other conditions that require imaging and could face several challenges and limitations in patient care and diagnostic capabilities.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-117
C.75.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment to Purchase Order with Cardinal Health 110, LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, an amendment to purchase order #28102 with Cardinal Health 110, LLC, to increase the payment limit by \$133,000 to a new payment limit of \$489,000 for the purchase of reagents, blood culture bottles, and other products as needed for Contra Costa Regional Medical Center (CCRMC) with no change to the original term ending June 30, 2025.

FISCAL IMPACT:

Approval of this action will result in additional expenditures of up to \$133,000 and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

Cardinal Health 110, LLC is a subsidiary of Cardinal Health, Inc., a global healthcare services and products company. Cardinal Health 110, LLC is a large American multinational healthcare services and products company. It provides pharmaceuticals, medical products, and services to healthcare systems, hospitals, pharmacies, and clinics globally. Cardinal Health provides a wide range of products relevant to diagnostics, including blood culture bottles, pregnancy test kits, and reagents for various testing platforms.

Cardinal Health offers comprehensive blood culture collection kits, rapid pregnancy test kits for early detection with fast results, and reagents and calibration sets for diagnostic assays, including cardiac markers and multi-analyte tests. The laboratory has been utilizing Cardinal Health as a primary supplier for its medical supplies. Additional funds are required due to increased patient volume and rising supply costs, with monthly expenditures now running over \$23,000.

On November 12, 2024, the Board of Supervisors approved agenda item C.67 to amend purchase order #28102 with Cardinal Health to increase the payment limit by \$171,000 to a new payment limit of \$356,000 with no change to the original term of October 1, 2023, through June 30, 2025.

Cardinal Health 110, LLC is a member of the Vizient Group Purchasing Organization (GPO), which means that CCRMC will receive substantial rebates. This will further solidify our shared dedication to delivering high-quality, cost-effective healthcare solutions.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved the lab may face delays or shortages in obtaining essential supplies. This could lead to interruptions in testing services, which are vital for patient care.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-118
C.76.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with CDW Government LLC

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a blanket purchase order with CDW Government LLC in an amount not to exceed \$250,000 and Letter of Participation for the purchase of workstations, equipment, and related accessories at Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period from January 1, 2025, through December 31, 2027.

FISCAL IMPACT:

Approval of this action will result in expenditures of \$250,000 over the 3-year period and will be funded by Hospital Enterprise Fund I revenues.

BACKGROUND:

CDW Government LLC is a division of CDW Corporation that specializes in providing IT products and services to public sector organizations. The company offers a wide range of technology products, including computers, laptops, tablets, networking equipment, servers, storage solutions, printers, scanners, and software. It also provides IT consulting, managed services, cloud solutions, cybersecurity services, and data center solutions tailored to the unique needs of its clients.

CDW Government LLC primarily serves government agencies, educational institutions, and healthcare organizations. It supports government entities with technology designed for public safety, defense, and administrative operations while offering schools and universities tools for classrooms, administration, and online learning. For healthcare, it delivers IT solutions that enhance clinical operations and compliance.

CDW Government LLC is a member of the Vizient Group Purchasing Organization (GPO), which means that CCRMC will receive rebates. This will further solidify our shared dedication to delivering high-quality, cost-effective healthcare solutions. Purchases made by CCRMC and Health Services IT per calendar year aggregate to \$2 million and above, which will provide Tier 2 pricing.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCRMC and Health Centers will be unable to replace workstations and related equipment in clinical settings needed for documenting patient care.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-119
C.77.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Medical Staff Appointments and Reappointments - December 18, 2024

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE the new medical staff, allied health, and tele-radiologist appointments and reappointments, additional privileges, medical staff advancement, and resignations as recommended by the Medical Staff Executive Committee at their December 23, 2024 meeting, and by the Health Services Director.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The Joint Commission on Accreditation of Healthcare Organizations has requested that evidence of Board of Supervisors approval for each Medical Staff member be placed in his or her Credentials File. The above recommendations for appointment/reappointment were reviewed by the Credentials Committee and recommended by the Medical Executive Committee.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Contra Costa Regional Medical and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission on Accreditation of Healthcare Organizations.



A. Initial Appointments

Applicant	Department/Specialty
Austin, Matthew, MD	Diagnostic Imaging-VRAD
Chang, Jinnie MD	Hospitalist
Cooper, Joy, MD	OBGYN
Friedman, Lily, MD	Pediatrics
Laird-Wilson, Joshua, NP	DFAM
Palos, Miguel, MD	Diagnostic Imaging-VRAD
Takakuwa, Kevin, MD	Emergency Medicine
Trevino, Vicki, PA	Surgery

B. Reappointments

Provider	Department	Category
Bold, Jonathan, MD	Diagnostic Imaging	Tele-Rad
Colebourn, Laura, FNP	Family Medicine	Allied Health
Dalal, Aparna, MD	Anesthesia	Active
Dockham, Shannon, NP	Family Medicine	Allied Health
Dolezal, Kevin, MD	Emergency Medicine	Active
Ghori, Imtiaz, MD	Pediatrics	Active
Guisler, Paul, MD	Diagnostic Imaging	Tele-Rad
Hernandez, Estela, MD	Emergency Medicine	Active
Iqbal, Javed, MD	Psychiatry/Psychology	Courtesy
Kim, Shwan, MD	Diagnostic Imaging	Tele-Rad
Klein, Jerome, MD	Diagnostic Imaging	Tele-Rad
Krepostin, Vladimir, DO	Anesthesia	Active
Kwok, Paul, DO	Anesthesia	Active
Lam, Patrick, MD	Anesthesia	Active
Norry, Dahlia, A, MD	OBGYN/DFAM	Active
Peng, Yu-Hung, MD	Family Medicine	Active
Peterson, William, MD	Emergency Medicine	Active
Price Michael, MD	Diagnostic Imaging	Courtesy
Rasool Vali, Zulfikar, MD	Psychiatry/Psychology	Active
Rohira, Sunil, MD	Anesthesia	Active
Sanders, Timothy	Pediatrics	Courtesy
Shah, Naman, MD	Emergency Medicine	Active
Sharma, Vinod, MD	Psychiatry/Psychology	Active
Trope, Alexander, MD	Psychiatry/Psychology	Courtesy
Wang, Lisa, MD	Psychiatry/Psychology	Active
Wildfire, Gila, MD	Family Medicine	Active



Wu, Monte, MD	Internal Medicine	Courtesy
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C. Resignations/Terminations/Non-Renewals

Provider	Department	Date
Borenstein, Yehonatan, MD	Psychiatry/Psychology	12/06/2024
Greenberg, Harvey, MD	Diagnostic Imaging	11/27/2024
Hajyan, Karine, DO	OBGYN	02/28/2025
Kwok, Bonnie, MD	Family Medicine	12/16/2024
Mohebatj, Arash, MD	Surgery	01/01/2025
Rehman Naima, MD	Family Medicine	11/22/2024



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-120
C.78.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Approve New and Recredentialing Providers and Organizational Providers in Contra Costa Health Plan's Community Provider Network

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE the list of providers recommended by Contra Costa Health Plan's Medical Director and the Health Services Director on November 1, 14, 15, and 27, 2024, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) requires that evidence of Board of Supervisor approval must be contained within each Contra Costa Health Plan (CCHP) provider's credentials file. Approval of this list of providers as recommended by the CCHP Medical Director will enable the Contra Costa Health Plan to comply with this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Contra Costa Health Plan's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

Contra Costa Health Plan
Providers Approved by Medical Director
November 1, 14, 15 & 27, 2024

CREDENTIALING PROVIDERS November 1, 2024	
Name	Specialty
Nelson, Paige, BCBA	Qualified Autism Provider
Garcia, Ying Ju, BCBA	Qualified Autism Provider
CREDENTIALING PROVIDERS November 14, 2024	
Name	Specialty
Abizu, Cheri, NP	Family Medicine
Agudah, Victoria, NP	Mid-Level Psychiatry
Alvarado Olmedo, Cynthia, LCSW	Mental Health
Biggs, Morgan, MD	Psychiatry
Chandra, Smita, MD	Internal Medicine
Cheema, Sumaira, NP	Family Medicine
Colocho, Wendy, NP	Mental Health
Eduvala, Loree Anne, BCBA	Qualified Autism Provider
Gregori, Jeffery M., DPM	Podiatry - Foot & Ankle Surgery
Grigoryan, Tatevik, NP	Mental Health
Huynh, Jonathan MD	General Surgery
Johl, Jewel, MD	Oncology
Kan, Randall, MD	Anesthesiologist
Kozak, Melissa, BCBA	Qualified Autism Provider
Moreno-Koehler, Alaina, LCSW	Mental Health
Nelson, Alaina, BCBA	Qualified Autism Provider
Norby, Tyler, BCBA	Qualified Autism Provider
Olivo Read, Chanelle L., BCBA	Qualified Autism Provider

Contra Costa Health Plan
 Providers Approved by Medical Director

Peek, Whitney, E., NP	Mid-Level Family Planning
Rodriquez-Barba, Alejandra, BCBA	Qualified Autism Provider
Sabalza, Maritza, BCBA	Qualified Autism Provider
Sadatmousavi, Afsana, BCBA	Qualified Autism Provider
Schram, Ethan, MD	Medical Oncology
Tadepu, Ravi, BCBA	Qualified Autism Provider
Tenley, Page, PA	Mid-Level Family Planning
Thompson, Courtney, BCBA	Qualified Autism Provider
Thompson, Stephany, LCSW	Mental Health
Truex, Laura, BCBA	Qualified Autism Provider
Wall, Daniel, MD	Dermatology
Williams, Courtney, BCBA, M.Ed.	Qualified Autism Provider
Zea, Milagros, BCBA	Qualified Autism Provider
Zhang, Lily, MD	Ophthalmology
RECREREDENTIALING PROVIDERS November 14, 2024	
Name	Specialty
LeNoir, Denise, NP	Pediatrics
Mbadike-Obiora, Maureen N, MD	Family Medicine
Barakeh, Joseph, DO	Ophthalmology
Bhat, Jyoti, MD	Endocrinology
Dao, Bao, MD	Hematology/Oncology
Deboisblanc, Michael, MD	General Surgery
Fenner, Gayle, M, PA	Orthopedics
Fieser, Carl W. MD	Pain Management

Contra Costa Health Plan
 Providers Approved by Medical Director

Gilbert, Katherine C. MD	Allergy and Immunology
Ginsburg, Julie, S LAc	Acupuncture
Gong, Henry P, MD	Cardiovascular Disease
Kanj, Iman A LCSW	Licensed Clinical Social Worker
Karan, John, MD	Neurology
Le, Vuong M, BCBA, MA	Qualified Autism Provider
Lee, Andrew J, LAc MS	Acupuncture
Moy, Jason F, MD	General Surgery
Ruzicano, Raymond, MD	Psychiatry
Schrager, Ruth, RD	Nutrition
Senior, Janine, MD	OB & GYN
Vemulapalli, Madhavi, MD	OB&GYN
Wallace, Shannon, BCBA	Qualified Autism Provider
Wineman, Caitlin, BCBA	Qualified Autism Provider
CREDENTIALING PROVIDERS November 15, 2024	
Name	Specialty
Rhone, Terence, DO	Urgent Care
CREDENTIALING PROVIDERS November 27, 2024	
Bautista, Gerjel, NP	Mid-Level Urgent Care
Bone, Sierra, SLP	Speech Pathology
Bughio, Sara, MD	Internal Medicine
Carr, Candice L., MFT	Mental Health
Chagolla, Gabriela, BCBA	Qualified Autism Provider
Chew Murphy, Emma, MD	Obstetrics & Gynecology

Contra Costa Health Plan
 Providers Approved by Medical Director

Cohen, Scott J., MD	Pediatric Mental Health
Corona, Marissa, PhD	Mental Health
Der Sakissian, Alissa, PhD	Mental Health
Dhar, Romika, MD	Psychiatry
Hu, Alexander, DO	Wound Care
Jacobs, Daniel, MD	Surgery - Plastic Surgery/Gender Affirming
Kiritsis, Paul, PsyD	Mental Health
Kramer, Paul, MFT	Mental Health
Lair, Olivia, APCC	Mental Health
Larrazabal Martinez, Luis A., MD	Pediatric Mental Health
McNabola, Iris, PhD	Mental Health
Mirza, Claudia BCBA	Qualified Autism Provider
Nguyen, Jacqueline, Psy.D	Pediatric Mental Health
Perez, Brittany, LPCC	Mental Health
Peterson, Jaqueline, RD	Dietitian
Poleschuk, Natalia, NP	Mid-Level Urgent Care
Radhakrishnan, Aruna, SLP	Speech Pathology
Rehimtoola, Nermeen, NP	Mid-Level Family Medicine
Rodriguez, Danyelle, BCBA	Qualified Autism Provider
Schoenfeld, Jeff, LCSW	Mental Health
Sepulveda, Linda, Psy.D	Mental Health
Shaikh, Atef Aziz, DO	Psychiatry
Shanks, Sky P. DPM	Podiatry
Woods, Christine M., SLP	Speech Pathology

Contra Costa Health Plan
 Providers Approved by Medical Director

Recredentialing Providers November 27, 2024		
Name		Specialty
Shah, Samir, MD		Ophthalmology
Recredentialing – Organizational Provider		
Name	Providing the Following Services	Location
RAI - Bancroft Avenue Oakland	Dialysis	Oakland



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-121
C.79.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Industrial Safety Ordinance Annual Report

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the Industrial Safety Ordinance Report submitted by Contra Costa Health Hazardous Materials Programs on the Ordinance as specified.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

Chapter 450-8 of the County Ordinance code effective in 2000 and as amended in 2006, 2014, and 2024 requires the department to prepare an annual report that summarizes the impact and effectiveness of the Industrial Safety Ordinance for the Safety Programs at the regulated facilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, a report that summarizes the 2024 Industrial Safety Ordinance activities would not be made available to the public.



CONTRA COSTA
HEALTH



**INDUSTRIAL SAFETY ORDINANCE
ANNUAL PERFORMANCE REVIEW
AND EVALUATION REPORT**
January 2025
By Contra Costa Health
Hazardous Materials Programs

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Executive Summary

Contra Costa County's Industrial Safety Ordinance (ISO), adopted in 1998 by the Board of Supervisors, requires regulated facilities in the county to implement comprehensive safety programs to prevent chemical accidents. The ISO's requirements are among the most stringent in the United States, if not the world. The goal is for facilities to implement comprehensive safety programs, instill a safety culture at the workplace and create management systems that prevent incidents that could have detrimental impacts to surrounding communities. The ISO also mandates outreach and participation from industries, agencies, elected officials, and the public.

Three major oil refineries and three chemical facilities are required to comply with ISO requirements. One refinery within the City of Richmond is required to comply with the Richmond Industrial Safety Ordinance (RISO), which mandates the same requirements from a separate municipal authority. Both ordinances are administered by Contra Costa County's Health Hazardous Materials Programs (CCHHMP), a division of Contra Costa Health. Per ISO Section 450-8.030, CCHHMP annually evaluates and reports on ISO performance to the Board of Supervisors.

CCHHMP's Accidental Release Prevention (ARP) Program engineers oversee the ISO and RISO programs and work with other agencies such as the U.S. Environmental Protection Agency (EPA), the California Occupational Safety and Health Administration (Cal/OSHA), US Chemical Safety and Hazardous Investigation Board, California Environmental Protection Agency (Cal EPA), and other local program agencies. This interagency collaboration includes the sharing of incident and inspection results, discussion of regulatory interpretations, and joint training.

Public Participation

CCHHMP maintains an active public outreach program and continually seeks ways to improve it. With the easing of COVID-19 restrictions, CCHHMP resumed conducting community engagement activities in late 2022, including:

Presented the third-party Incident Investigation Report on the Chevron Wharf Oil Spill Major Chemical Accidental Release (MCAR) at Civic Center Plaza in Richmond on July 17, 2023.

Presented the third-party Community Toxic Risk Screening Assessment Report on the Martinez Refining Company (MRC) Catalyst Release MCAR at the county administration building in Martinez on September 25, 2023.

Presented the third-party Incident Investigation Report on the Martinez Refining Company (MRC) Catalyst Release MCAR at the county administration building in Martinez on April 11, 2024.

Shared Air Liquide Large Industry's safety plan and Phillips 66's safety audit and outreach information at a booth at the Sugar Town Festival and Street Faire in Crockett on July 21, 2024.

Shared Air Liquide Large Industry's safety plan and Phillips 66's safety audit and outreach information at a booth at the Rodeo-Hercules Fire District Open House on October 12, 2024.

The Board of Supervisors also requested that staff provide copies of the annual report to communities through the Community Advisory Panels (CAP). This 2024 Annual Report is available on our website and will be sent to CAP representatives for further dissemination.

In 2024, Winston Churchill Trust sponsored an Australian representative to observe the ISO program as a model for best practices in process safety regulations. The representative's report particularly noted ISO for its public engagement, and interagency collaboration.

Audits

Audits of regulated businesses are required at least once every three years to ensure that the facilities are implementing the required programs. We completed two ISO audits and no RISO audits in fiscal year 2023-2024*:

- Air Products & Chemicals (at MRC) – September 2023
- Martinez Refining Company (MRC) – January 2024

* An audit was started at the Martinez Renewable Fuels (MRF) facility in June 2024 although the audit was not completed until the end of July 2024

Major Chemical Accidents or Releases (MCAR)

There were two MCAR events involving ISO/RISO-regulated facilities during the reporting period of this report (July 1, 2023, through June 30, 2024):

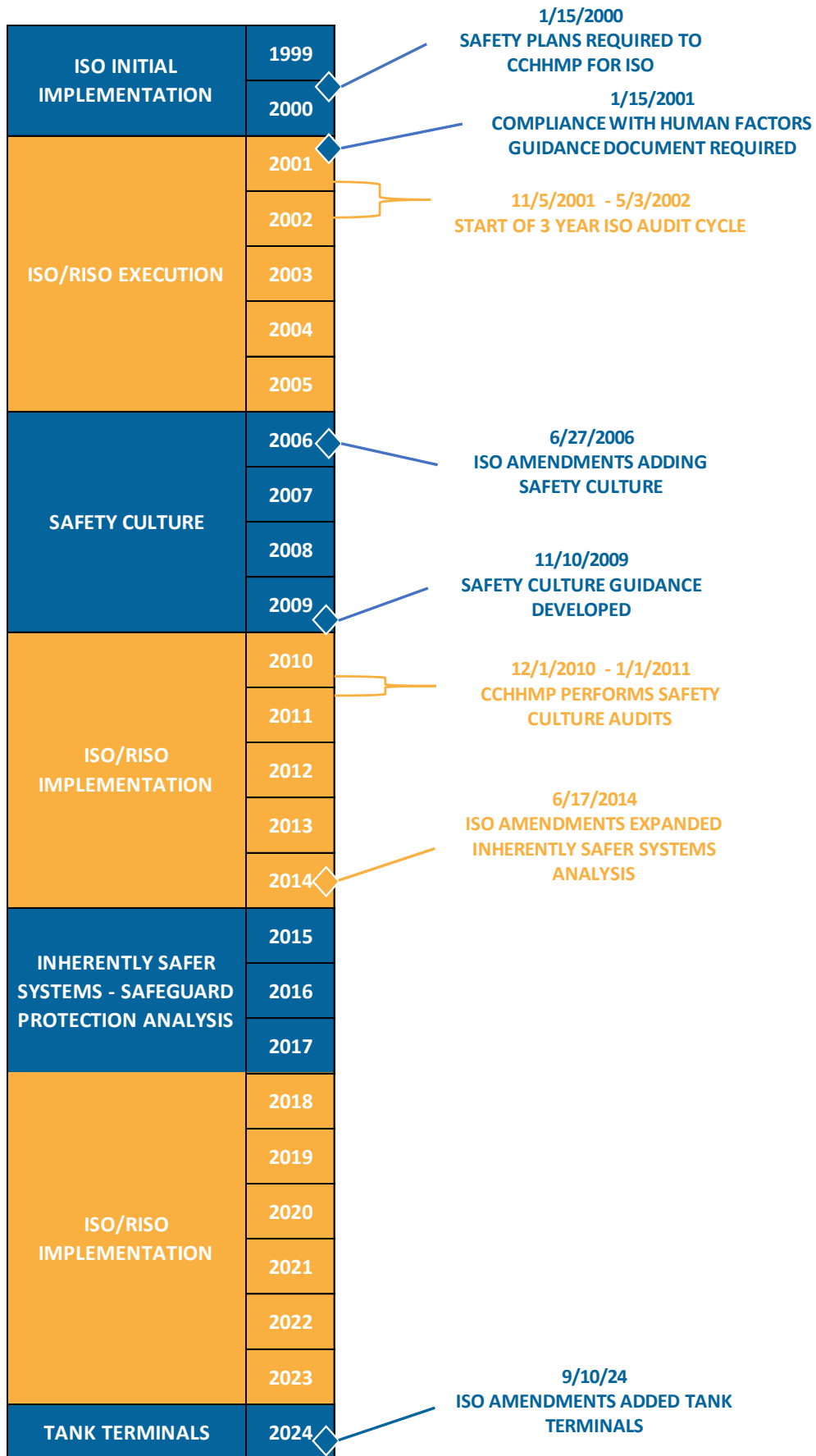
- On November 19, 2023, Martinez Renewable Fuels (MRF) Refinery (formerly Marathon Refinery) had a furnace fire. This fire resulted in the release of over 200,000 pounds of renewable diesel that caught fire that engulfed an operator and damaged equipment. The operator received third-degree burns over 80% of their body. This event was classified as a Community Warning System (CWS) Level 2 incident. As a result, this incident met the requirements of an MCAR.
- On December 15, 2023, PBF Martinez Refining Company (MRC) had a steam generator failure. The loss of steam resulted in the shutdown of most of the refinery and significant flaring and strong sulfur odors in the community for hours. CCHHMP classified this event as a CWS Level 2 incident. As a result, this incident met the requirements of an MCAR.

Conclusion

Despite the two MCARs that took place during this fiscal year, the severity and frequency of MCAR events in Contra Costa County has declined since the implementation of the ISO. The ISO has improved regulated facilities' safety programs and operations.

Introduction

The Board of Supervisors adopted the ISO due to significant accidents that occurred at oil refineries and chemical plants in the county in the 1990s. The effective date of the ISO was January 15, 1999. The ordinance applies to oil refineries and chemical plants with specified North American Industry Classification System (NAICS) codes that were required to submit a Risk Management Plan to the U.S. EPA and are Program Level 3 Stationary Sources as defined by the U.S. EPA Risk Management Program. The timeline below shows the requirements of the ordinance and various changes to date:



General Responsibilities

Hazardous Materials Programs

- May perform individual Root Cause Analysis or other third-party evaluations after an MCAR
- Develop and Maintain Safety Plan Guidance Document
- Review submitted Safety Plans
- Audit every three years after initial ISO/RISO audits
- Create Safety Culture Guidance and update as needed
- Create Tank Terminal Guidance

Stationary Sources

- Perform Root Cause Analysis after an MCAR
- Consider Inherently Safer Systems for new and existing processes, expanded (2014 amendments) to include reviewing during major changes that could result in MCAR occur
- Submit Safety Plan every 3 years
- Perform Safeguard Protection Analysis [SPA] (2014 Amendments)
- Include Maintenance in the Human Factors and Management of Organizational Change Programs (2006 Amendments)
- Perform Security Vulnerability Assessments and Safety Culture Assessments (2006 Amendments)
- Develop and Track Performance Indicators (2014 Amendments)

Tank Terminals

- Participate in the development of Tank Terminal safety program guidance (optional)
- Begin updating site programs to comply with 2024 County ISO amendments

City of Richmond Industrial Safety Ordinance

The Richmond City Council passed its version of the ISO on December 18, 2001. Richmond's Industrial Safety Ordinance (RISO) mirrors the ISO, currently covering one stationary source: Chevron Richmond Refinery (Chevron). CCHHMP administers the RISO for the city. Previously, the RISO covered the Chemtrade West Richmond Works until they modified their processes such that they are no longer subject to the RISO.

There were no RISO audits conducted in this reporting period. CCHHMP receives annual performance updates from Chevron each June. CCHHMP worked with U.S. EPA, Cal OSHA, BAAQMD and CSB in CSB's independent investigation of the August 6, 2012 incident. CCHHMP completed working with an oversight committee regarding the incident investigation of the Chevron February 9, 2021, wharf oil spill incident.

Regulated Stationary Sources Listing

There are a total of six stationary sources covered by the ISO and one stationary source covered by RISO**:

Air Liquide Large Industries at Phillips 66
Air Products at MRC (formerly Shell Martinez Refinery)
Air Products at MRF (formerly Marathon Refinery)
Martinez Renewable Fuels (formerly Marathon Refinery)
PBF Martinez Refining Company – MRC (formerly Shell Martinez Refinery)
Phillips 66 Rodeo Renewable Energy Complex
Chevron Richmond Refinery (RISO)

** Chemtrade West Richmond Works modified its processes and is no longer subject to RISO.

Tank Terminal Listing

The ISO was modified in September 2024 to expand process safety requirements to cover Tank Terminals not otherwise included within petroleum or renewable fuel refineries. The City of Richmond modified the RISO in October 2024 to mirror the ISO requirements on Tank Terminals. At the time the ISO and RISO were updated, there were a total of two tank terminals covered by the ISO and four tank terminals covered by RISO:

Tank Terminal Name	Location	Covered Under
Shore Terminals LLC (formerly NuStar)	90 San Pablo Ave, Crockett	ISO
Chevron Products Company – Avon Terminal	611 Solano Way, Martinez	ISO
Phillips 66 Richmond Terminal	1300 Canal Blvd., Richmond	RISO
TransMontaigne- Richmond Terminal	488 Wright Ave, Richmond	RISO
Kinder Morgan Liquids Terminals, LLC Richmond Products Terminal	1306 Canal Blvd., Richmond	RISO
IMTT	100 Cutting Blvd., Richmond	RISO

Status of Safety Plans and Programs

Stationary sources were required to initially submit safety plans in 2000 (ISO) and 2003 (RISO) and resubmit every 3 years. Audits have also been completed on the same schedule. The most recent status of each of the regulated stationary sources is given in Tables I and II:

A full summary of all Safety Plan Updates and audits is maintained via database at CCHHMP's office.

**Table I
Industrial Safety Ordinance (ISO)
Stationary Source and Tank Terminal Status *
(Most Recent)**

NAME	Safety Plan (SP) Received	Safety Plan Complete	Audit/ Inspection	Audit Public Meeting
Air Liquide Large Industries	1/10/2023	Yes	1/5/2022	10/15/2022
Air Products – MRC	7/25/2023	No	9/25/2023	Not yet
Air Products – MRF	7/25/2023	No	**	**
Martinez Renewable Fuels	10/31/2022	No	6/24/2024	Not yet
PBF Martinez Refining Company (MRC)	10/31/2022	Yes	1/8/2024	Not yet
Phillips 66 Rodeo Renewable Energy Complex	8/6/2021	Yes	10/24/2022	7/21/24

* Two Tank Terminals (Shore Terminals, formerly NuStar; and Chevron Products Company - Avon Terminal) are subject to ISO requirements. Both are required to submit their Safety Plan 1.5 years after the development of a guidance document, which is currently being developed. Audits will take place within one year after submission of the Safety Plan.

** Air Products – MRF deregistered and was idled in 2020 when the Marathon Refinery (now called Martinez Renewable Fuels) shut down during the pandemic. The plant has recently become operational.

**Table II
Richmond Industrial Safety Ordinance (RISO)
Stationary Source and Tank Terminal Status ***
(Most Recent)**

NAME	Safety Plan (SP) Received	Safety Plan Complete	Audit/ Inspection	Audit Public Meeting
Chevron Richmond Refinery	7/23/2024	No	4/25/2022	5/7/2023

*** Four Tank Terminals (Phillips 66 Richmond Terminal; TransMontaigne - Richmond Terminal; Kinder Morgan Liquids Terminals, LLC Richmond Products Terminal; and IMTT) are subject to RISO requirements. All are required to submit their Safety Plan 1.5 years after the development of a guidance document, which is currently being developed. Audits will take place within one year after submission of the Safety Plan.

Locations of the Regulated Stationary Sources and Tank Terminals Safety Plans

Regulated stationary sources are required to update their safety plans at least once every three years. These plans are available for public review at the Hazardous Materials Programs office, 4585 Pacheco Blvd., Suite 100, Martinez. When CCHHMP determines that a safety plan update is complete, before the required 45-day public comment period, the staff places the updated plan in the Contra Costa Library branch or branches closest to the regulated stationary source, so it is easily accessible for public review. Table III lists each safety plan location.

**Table III
Location of Safety Plans – Libraries ^Φ**

Regulated Stationary Source	Location 1	Location 2	Location 3
Air Liquide Large Industries Rodeo	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Air Products – MRC	Hazardous Materials Programs Office	Martinez Public Library	
Air Products – MRF	Hazardous Materials Programs Office	****	
Martinez Renewable Fuels	Hazardous Materials Programs Office	****	
PBF Martinez Refining Company (MRC)	Hazardous Materials Programs Office	Martinez Public Library	
Phillips 66 Rodeo Renewable Energy Complex	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Chevron Richmond Refinery (RISO)	Hazardous Materials Programs Office	Point Richmond Public Library	Main Richmond Public Library

**** Safety Plans for Air Products – MRF and Martinez Renewable Fuels were recently submitted and have not been reviewed yet.

^Φ Once Safety Plans have been submitted for the Tank Terminals, this table will be updated.

Effectiveness of Implementation of the Industrial Safety Ordinance

Contra Costa Health Hazardous Materials Programs has developed policies, procedures, protocols, and questionnaires to implement the California Accidental Release Prevention (CalARP) Program and the Industrial Safety Ordinance. The policies, procedures, protocols, & questionnaires for these programs are listed below:

Audits/Inspections Policy	CalARP Program Audit	CalARP Internal Performance
Conducting the Risk	Questionnaires	Audit Policy
Management Plan/Safety	Safety Program Audit	Conducting the Internal
Plan Completeness	Questionnaires	Performance Audit
Review Protocol	Conducting Employee	CalARP Internal Audit
Risk Management Plan	Interviews Protocol	Performance Audit Submission
Completeness Review	Employee Interview	Fee Policy
Questionnaires	Questionnaires	Notification Policy
Safety Plan Completeness	Field Verification Protocols	Unannounced Inspection
Review Questionnaires	Covered Process	Policy
Conducting	Modification Policy	Risk Management Plan Public
Audits/Inspections	Public Participation Policy	Review Policy
Protocol	Dispute Resolution Policy	
Safe Work Practices	Reclassification Policy	
Questionnaires		

Hazardous Materials Programs also developed the Contra Costa County CalARP Program Guidance Document and the Contra Costa County ISO Safety Program Guidance Document. This ISO Guidance document was recently updated and posted online on September 19, 2024, after no comments were received from stakeholders. Guidance is currently being developed to outline programs to be included within Safety Plans for Tank Terminals. All policies, procedures, protocols, and questionnaires are available through the Hazardous Materials Programs office, and the guidance documents are available electronically at:

- <https://www.cchealth.org/health-and-safety-information/hazmat-programs/california-accidental-release-prevention-calarp-program/calarp-program-guidance-document> and
- <https://www.cchealth.org/health-and-safety-information/hazmat-programs/industrial-safety-ordinance/iso-guidance-document>

Effectiveness of the Procedures for Records Management

CCHHMP has digital files for each stationary source. The files include:

- | | |
|--------------------------|-----------------------------|
| 1. Annual status reports | 5. Emergency response |
| 2. Audits & inspections | 6. Incident investigation |
| 3. Communications | 7. Trade secret information |
| 4. Completeness review | |

Digital copies of the files are stored on the Hazardous Materials Programs network and are accessible to the Accidental Release Prevention (ARP) engineers, supervisor, and the Hazardous Materials Program Director. Portable document format (PDF) versions of these files are also available for public viewing at the CCHHMP office. The Accidental Release Prevention Program files contain regulations, policies, information from the U.S. EPA, Cal EPA, CSB, and other information pertinent to the engineers. The risk management and safety plans are received in hard copy, scanned, and kept at the CCHHMP office.

Number and Type of Audits and Inspections Conducted

Beginning in the winter of 2022, CCHHMP began its next round of required audits at each of the ISO and RISO facilities. This is the ninth round of audits since 2000. In response to the COVID-19 pandemic, CCHHMP developed audit protocols to perform audits both onsite as well as remotely. The two ISO audits completed during this period were conducted onsite only (Air Products MRC) and a combination of onsite and remotely (Martinez Renewable Fuels).

When CCHHMP ARP engineers review a safety plan, a notice of deficiencies is issued documenting any changes the stationary source must make before the plan is determined to be complete. The stationary source has up to 90 days to respond. Assigned ARP engineers will work with the stationary source until the plan contains the required changes.

When the plan is complete, the ARP engineer will open a public comment period and make the plan available in a public meeting or venue as well as at the public library branch closest to the stationary source. The ARP engineer will respond to all written comments in writing and, when appropriate, use the comments in upcoming audits/inspections of the regulated stationary source.

An ARP engineer will issue a Preliminary Audit Findings report after each stationary source audit/inspection. The stationary source will have 90 days to respond, and the ARP engineer will review the response. The stationary source must submit an action plan to correct any uncovered ISO compliance issues, which the ARP engineer will review. If the ARP engineer agrees with the action plan, CCHHMP will issue the Preliminary Audit Findings for public comment and make them available in a public meeting or venue and at the public library branch closest to the stationary source. The ARP engineer will consider comments received during the public comment period and may revise the Preliminary Audit Findings report. When the public review process is complete, the ARP engineer will issue the Final Audit Findings report and respond in writing to any written public comments received. Table I lists the status of each stationary source's safety plan, audit and inspections of their safety programs, and public meetings.

Third Party Evaluations Conducted by Hazardous Materials Programs

The Martinez Renewable Fuels (MRF) Refinery (formerly Marathon Refinery) had a furnace fire on November 19, 2023, that injured an operator and damaged equipment. As a result of the MRF furnace fire, CCHHMP was instructed to conduct a third-party evaluation to assess the safety culture/management systems at the refinery. A contractor has been hired to conduct the work, which will be performed and reported out under the next fiscal year ISO Report.

As described in the previous ISO Report, the PBF Martinez Refining Company had an MCAR in November 2022, resulting in 20-24 tons of powdered catalyst being discharged into the surrounding community. CCHHMP was instructed to conduct three third-party evaluations for the MRC Refinery. The status of these evaluations is as follows:

1. Screening Level Human Health and Ecological Risk Assessment. A toxicologist conducted community soil sampling and determined the catalyst release did not increase the risk of exposure to hazardous materials in local soils. The evaluation is complete and the final report was uploaded in February 2024 and can be found at: <https://www.cchealth.org/home/showpublisheddocument/29802/638465394388200000>
2. Root Cause Analysis Incident Investigation. An independent incident investigation was commissioned to identify management system failures associated with the MCAR and recommendations to prevent reoccurrence. The work for this evaluation has been completed and a draft report was issued for public comment in May 2024. The final report that responds to all public comments will be summarized in next year's ISO Report.
3. Safety Culture Assessment. A company was hired to conduct an independent assessment of the safety culture at MRC. The work for this evaluation has been completed and a draft report was issued for public comment in September 2024. The final report that responds to all public comments will be summarized in next year's ISO Report.

It should also be noted that a consultant was hired in 2021 to conduct an independent evaluation of an MCAR at the Chevron Richmond Refinery for their February 9, 2021, Wharf Oil Spill. A report for this independent evaluation was completed in 2023 and a public meeting was held where numerous comments were received. CCHHMP responded to all public comments and presented the report to the County Board of Supervisors and the City of Richmond in 2024.

A historical listing of MCAR events starting in 1992 is available at: <https://www.cchealth.org/health-and-safety-information/hazmat-programs/hazmat-incident-response/major-accidents-at-chemical-refinery-plants>

This list also includes major accidents that occurred before the adoption of the ISO.

CCHHMP's Process for Public Participation

CCHHMP continues the practice of sharing results of safety plans and preliminary audit findings and receiving public comment about them at community events, as recommended by community members in 2005. Based on a 2012

recommendation from the County Board of Supervisors, CCHHMP also shares ISO annual reports and makes presentations to Community Advisory Panels.

Effectiveness of the Public Information Bank

The Hazardous Materials Programs website (<https://www.cchealth.org/health-and-safety-information/hazardous-materials>) includes:

Programs	Incident Response and Follow-up	Resources
ISO and RISO	HazMat Incident Response	Chemical Safety Board Incident Search
Land Use Permitting Assistance	List of recent incidents	CCHHMP Guidance Documents
CalARP (Including P4)	MCAR Accident History	CalARP/ISO/RISO Regulations
Underground Storage Tanks	Incident Search Database	
Green Business Program	Incident Notification Policy	
Business Plan	72-hour and 30-day Reports	

Effectiveness of the Hazardous Materials Ombudsperson

The Hazardous Materials Ombudsperson is a conduit for the public to express their concerns about how CCHHMP personnel are performing their duties. Attachment A is a report from the Hazardous Materials Ombudsperson on the effectiveness of the position for this reporting period.

Other Program Elements Necessary to Implement and Manage the ISO

The CalARP Program is administered in Contra Costa County by CCHHMP. Stationary sources are required to submit risk management plans in addition to ISO safety plans. An ARP engineer reviews the risk management plans and performs CalARP Program audits simultaneously with ISO audits.

Annual Accident History Report and Inherently Safer Systems Implemented as Submitted by the Regulated Stationary Sources

The ISO requires stationary sources to update their accident history in their safety plans and include how they have used inherently safer processes within the last physical year. Tables IV and V summarize Inherently Safer Systems that have been implemented during this reporting period. Attachment B includes individual reports from the stationary sources that also include the required reporting of four common process safety performance indicators.

**Table IV
Inherently Safer Systems Contra Costa County ISO Stationary Sources
(July 2022 – June 2023)**

Regulated Stationary Source	Inherently Safer System Implemented	Risk Reduction Level	Strategy
Air Liquide Large Industries Rodeo	No new inherently safer systems have been implemented	N/A	N/A
Air Products – MRC	No new inherently safer systems have been implemented	N/A	N/A
Air Products - MRF	Elimination of alternate feed stock and high pressure hydrogen supply line	Inherent	Elimination
PBF Martinez Refining Company (MRC)	Install a physical barrier between delivery truck and valve station	Passive	Moderate
	Label equipment in the field (2 times)	Procedural	Moderate
	Install alarms on select equipment combined with operator response (14 times)	Active	Moderate
	Add sample point to barrier list	Procedural	Moderate
Phillips 66 Rodeo Renewable Energy Complex	Upgraded equipment seal to minimize leak potential	Passive	Moderate

Regulated Stationary Source	Inherently Safer System Implemented	Risk Reduction Level	Strategy
	Install a mechanical stop to prevent a valve from rotating too far to prevent equipment trip	Passive	Simplify
	Install a high temperature alarm	Active	Moderate
	Modernize motor controls for easier troubleshooting and making equipment less likely to trip	Active	Simplify
	Update procedure to ensure selective catalytic reduction bed temperature is properly pre-heated before ammonia injection	Procedural	Moderate
	Develop procedures to properly manage disposing of filters in the Pretreatment Unit	Procedural	Moderate
Martinez Renewable Fuels (formerly Marathon Refinery)	Removal of a hazard by modifying the physical conditions of the process	Inherent	Elimination
Martinez Renewable Fuels – Continued	Eliminated a hazard by switching to a non-hazardous alternative	Inherent	Substitution
	Upgraded equipment to make it more resilient to plant conditions (5 times)	Inherent	Substitution
	Modified plant physical conditions to less hazardous conditions (3 times)	Passive	Moderate

Table V
Inherently Safer Systems Richmond ISO Stationary Sources
(July 2022 – June 2023)

Regulated Stationary Source	Inherently Safer System Implemented	Risk Reduction Level	Strategy
Chevron Richmond Refinery (RISO)	Upgraded pump to dual seals to eliminate loss of containment from seal failure	Inherent	Eliminate/Moderate
	Implemented multiple pump seal upgrades to reduce loss of containment from seal failure	Inherent	Moderate
	Replaced a high pressure vessel with upgraded metallurgy to resist chemical damage	Passive	Moderate
	Upgraded H2 Plant instrumentation and control logic for improved reliability	Active	
	Implemented a burner management system to improve operability	Active	
	Improved console flow indicators to provide flow direction and readings to console operators	Procedural	

Status of the Incident Investigations, including the Root Cause Analyses Conducted by the Regulated Stationary Sources

The ISO requires regulated stationary sources to conduct an incident investigation including a root cause analysis (RCA) after each MCAR incident. MCAR incidents meet the definition of a Level 3 or Level 2 incident in the Community Warning System incident level classification system defined in the Hazardous Materials Incident Notification Policy, as determined by Contra Costa Health; or result in the release of a regulated substance and meet one or more of the following criteria:

Results in one or more fatalities

Results in at least 24 hours of hospital treatment of three or more persons

Causes on- and/or off-site property damage (including cleanup and restoration activities) initially estimated at \$500,000 or more. On-site estimates shall be performed by the regulated stationary source. Off-site estimates shall be performed by appropriate agencies and compiled by the department.

Results in a vapor cloud of flammables and/or combustibles that is more than 5,000 pounds.

The regulated stationary source is required to submit a report to CCHHMP 30 days after the root cause analysis is complete. There were two MCAR incidents that occurred within this reporting period in Contra Costa County at an ISO facility.

- The Martinez Renewable Fuels (formerly Marathon Refinery) furnace fire on November 19, 2023, resulted in the completion of a root cause analysis report submitted to CCHHMP. This report can be found at: <https://www.cchealth.org/home/showpublisheddocument/30798/638622621019230000>
- The Martinez Refining Company's (MRC) steam generator loss on December 15, 2023, , resulted in the requirement for MRC to complete a root cause analysis report. CCHHMP has not received this report yet.

Major Chemical Accidents or Releases

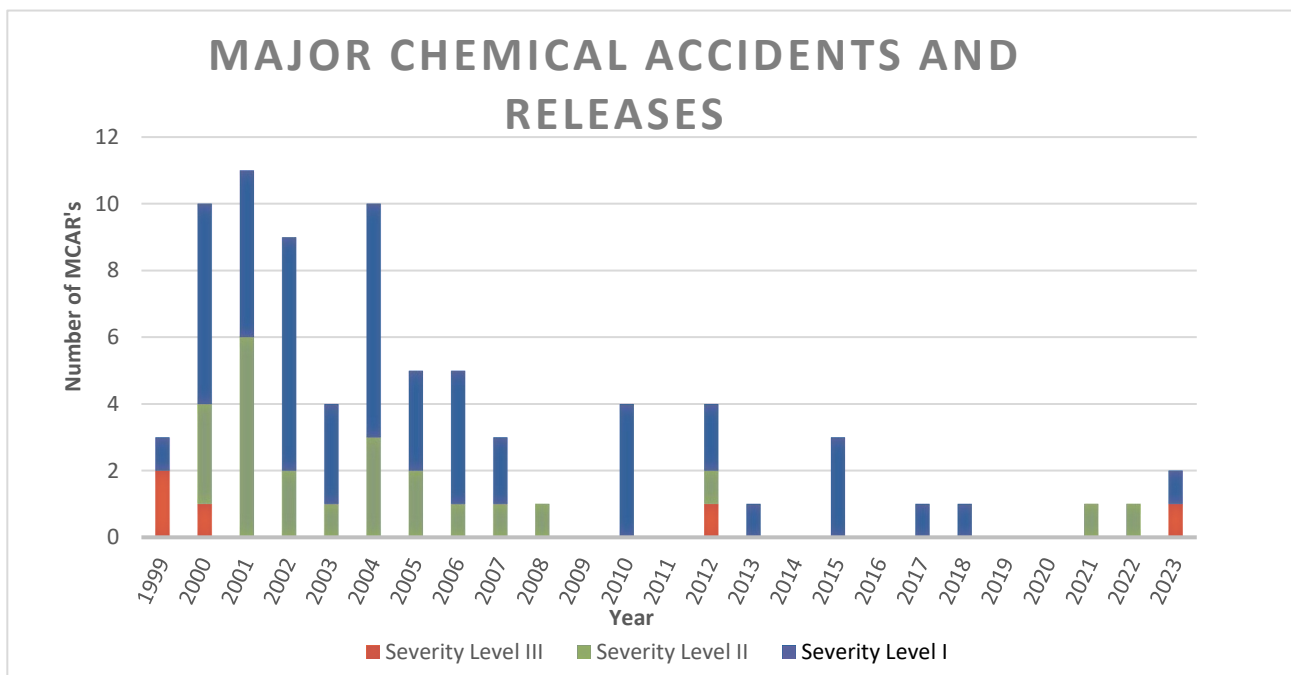
CCHHMP analyzed the number and severity of MCARs that occurred since the implementation of the ISO:

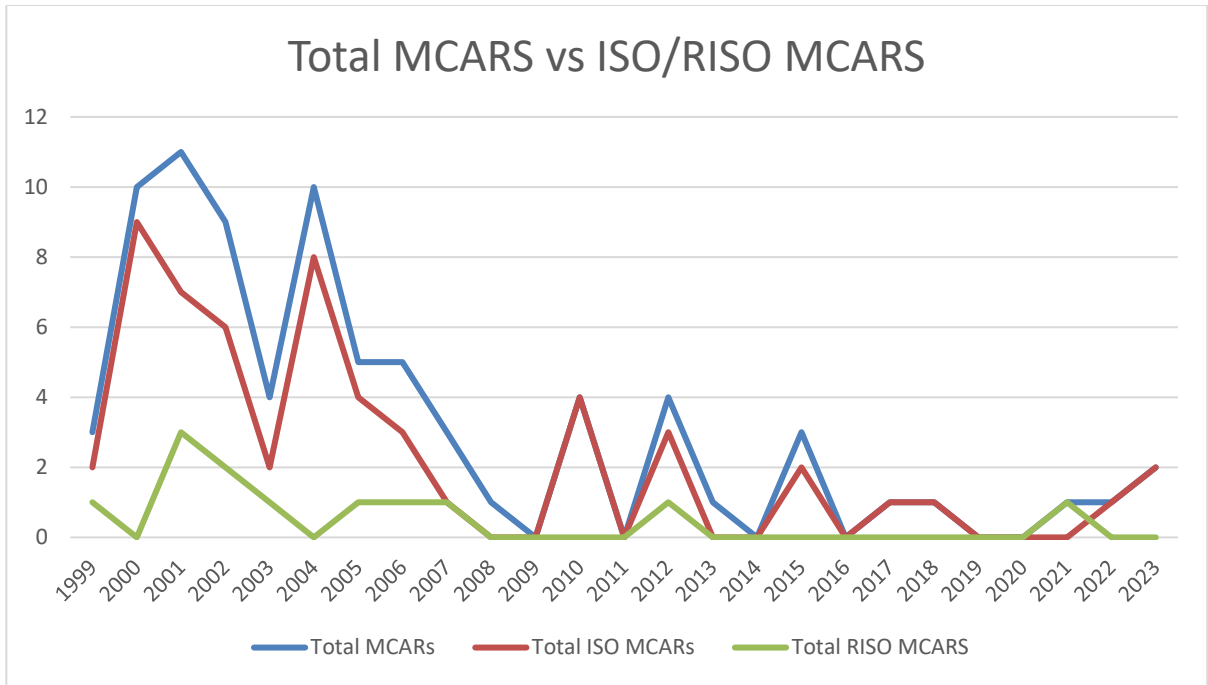
Severity Level III — Resulted in a fatality, serious injuries or major on-site and/or off-site damage.

Severity Level II — Resulted in an impact to the community or could easily have become a Level III incident if the situation was slightly different, or it is a recurring type of incident at that facility.

Severity Level I — Resulted in no or minor injuries, no or slight impact to the community, and no or minor on-site damage.

These charts show MCARs from 1999 through June 30, 2024, for all stationary sources in Contra Costa County. The charts include MCARs at stationary sources only, none that occurred during transportation.





Legal Enforcement Actions Initiated by Contra Costa Health Hazardous Materials Programs

As part of the enforcement of the ISO and CalARP Program, CCHHMP staff may issue notices of deficiency in the safety and risk management plans of ISO-regulated facilities and may issue audit findings detailing what a stationary source is required to change to come into compliance with the regulations. In connection with the November 2022 MCAR incident at MRC (covered in the 2023 ISO report), CCHHMP referred a case to the District Attorney due to a failure to provide proper notification. The District Attorney is currently handling this case. No additional legal enforcement actions took place on any ISO facility during this reporting period.

Penalties Assessed as a Result of Enforcement

No penalties have been assessed in this period for noncompliance with the ISO.

Total Fees, Service Charges, and Other Assessments Collected Specifically for the ISO/RISO

Fees charged for the ISO/RISO cover the time ARP engineers use to enforce the ordinance, the position of the Hazardous Materials Ombudsperson, outreach material, and a portion of the overhead for CCHHMP. Fees charged for administering this ordinance for fiscal year 2023–2024 total \$632,852.

Total Personnel and Personnel Years Used by the Hazardous Materials Programs to Implement the Industrial Safety Ordinance

ARP engineers review resubmitted Safety Plans, prepare and present information for public meetings, perform audits of stationary sources for compliance with both the CalARP Program and ISO, and do follow-up work after MCARs. During the current reporting period:

Approximately 4371 hours total of CCHHMP personnel time was spent on the ISO/RISO during the current reporting period. This includes hours spent performing on-site audit activities, reviewing and updating information for the website, performing safety plan reviews, follow-up of deficiencies from audits or plan reviews, preparing materials for presentations and/or public meetings. This also includes time in activities specifically related to the MRC November

2022 Catalyst Release MCAR, including meeting with hired consultants, public meetings, and Oversight Committee meetings. This time also includes activities specifically related to the MRF November 2023 Furnace Fire MCAR, including the safety inspection and meetings with refinery personnel. The total does not include Ombudsperson time spent preparing for public meetings, working with engineers on questions arising from the ISO/RISO, and answering questions from the public on the ISO/RISO.

Comments from Interested Parties Regarding the Effectiveness of the Industrial Safety Ordinance

Associated with the independent third-party evaluation process associated with the MRC Catalyst Release MCAR in 2022, CCHHMP received comments on the length of time taken to start and complete all three independent evaluations. Similar public comments were received associated with the third-party evaluation conducted associated with the Chevron Wharf Oil Spill 2021 MCAR. As a result of these comments, CCHHMP is actively seeking to have select consultants on retainer to allow for contracts to be expedited for future independent evaluations.

The Impact of the ISO on Improving Industrial Safety

The ISO is one of four programs that work together to reduce the risk of accidental release from a regulated stationary source that could impact communities in Contra Costa County. Each of the programs is very similar in requirements. Those programs are:

- The Process Safety Management Program administered by Cal/OSHA
- The federal Accidental Release Prevention Program administered by the U.S. EPA
- The California Accidental Release Prevention Program administered by CCHHMP
- The Richmond Industrial Safety Ordinance, also administered by CCHHMP.

The ISO was modified in September 2024 to expand process safety requirements to cover Tank Terminals not otherwise included within petroleum or renewable fuel refineries. The expansion of the ISO was a direct result of a fire at a tank terminal located near Crockett in Contra Costa County in October 2019. The ISO modification resulted in separate ISO requirements for Tank Terminals than required for Stationary Sources. The differences in the regulatory requirements for Tank Terminals reflects the relatively lower risk they pose to the public compared to Stationary Sources.

Table VI
General ISO Requirements for Stationary Sources and Tank Terminals

ISO/RISO Regulatory Requirement	Applicable to Stationary Sources	Applicable to Tank Terminals
Process Safety Information	X	X
Operating Procedures	X	X
Employee Participation	X	
Training	X	X
Mechanical Integrity	X	X
Management of Change	X	X
Pre-Startup Reviews	X	X
Compliance Audits	X	
Incident Investigation / Root Cause Analysis	X	X
Safe Work Practices	X	X
Contractors	X	
Emergency Response	X	X
Safety Program Management	X	X
Safety Performance Indicators	X	X
Human Factors Program	X	
Process Hazard Analysis / Hazard Analysis	X	X
Security and Vulnerability Assessment	X	X
Safety Culture Assessment	X	
Inherently Safer System Analysis	X	
Safeguard Protection Analysis	X	

On October 1, 2017, California petroleum refineries were required to comply with the requirements of CalARP Program 4 and OSHA PSM for refineries. Both are based on the ISO.

CalARP Program 3 differs from the federal Accidental Release Prevention Program in the following ways:

- The number of chemicals regulated

- The threshold quantity of these chemicals

- An external events analysis, including seismic, and security and vulnerability analysis, is required

- Additional information to be included within the Risk Management Plan

- CCHHMP is required to audit and inspect stationary sources at least once every three years

- The interaction required between the stationary source and CCHHMP.

The ISO differs from CalARP Program 3, which the chemical facilities are required to follow, in the following ways:

- Stationary sources are required to include a root cause analysis with the incident investigations for Major Chemical Accidents or Releases

- The stationary sources are required to consider inherently safer systems for existing processes, in the development and analysis of recommended action items identified in a process hazard analysis, as part of the management of change review, as part of an incident investigation or root cause analysis development of recommendation, and during the design of new processes, process units and facilities. All of the processes at the regulated stationary sources are covered.

- The implementation of a Human Factors Program evaluation of latent conditions in existing units, operating and maintenance procedures, root cause analysis, and process hazard analysis

- Managing changes in the organization for operations, maintenance, health and safety, and emergency response

- A requirement that the stationary sources perform a Security and Vulnerability Analysis and test the effectiveness of the changes made as a result of the Security and Vulnerability Analysis

- The stationary sources perform Safety Culture Assessments

- Conduct, document, and complete safeguard protection analysis associated with process hazard analysis to reduce catastrophic releases.

- Use and reporting of process safety performance indicators in the annual performance review and evaluation report.

The major program differences of ISO from CalARP Program 4 and PSM for Refineries is that the Program 4 requirements identify:

- Mechanical Integrity must include an assessment of Damage Mechanism Review based on operating history and industry experience.

- Process Hazard Analysis must include a review of the Damage Mechanism Review report compiled as part of process safety information.

- Contractor and any subcontractors use a skilled and trained workforce pursuant to Health and Safety Code Section 25536.7

- Require a management system with specific requirements for managing and communicating recommendations from the prevention program elements.

- Require a Stop Work procedure and an anonymous hazard reporting system.

The Safety Culture Assessment guidance chapter was finalized in November 2009. The Industrial Safety Ordinance Guidance Document was updated to reflect all the updates in September 2010. The Accidental Release Prevention Engineers have participated with the Center for Chemical Process Safety in developing the second edition of Inherently Safer Chemical Processes, a book that is referenced in the ordinance and with the Center for Chemical Process Safety on developing process safety metrics for leading and lagging indicators. CCHHMP also participated in developing the third edition of CCPS: Inherently Safer Chemical Processes to further clarify and promote the practice and consideration of Inherently Safer Systems.

The success of Contra Costa's programs at reducing MCARs and improving facility safety practices have been frequently cited as exemplary or model policies within the regulatory community:

Contra Costa County was recognized as an alternative model for doing process-safety inspections by the CSB in its report on a 2005 refinery accident in Texas City, TX. The board also mentioned Contra Costa in its DVD, "Anatomy of a Disaster: Explosion at BP Texas City Refinery," as a model resource.

CSB Chair Carolyn W. Merritt also recognized Contra Costa County in testimony to the House of Representatives Committee on Education and Labor.

Senator Barbara Boxer, during a 2007 hearing to consider John Bresland's nomination to chair of the CSB Board, asked Mr. Bresland about the Contra Costa County program for process safety audits of refineries and chemical companies.

In its final investigation report of a 2008 incident at the Bayer Crop Science Institute in West Virginia, the CSB recommended that regulatory agencies in the area audit their chemical facilities using Contra Costa County's process. CCHMP staff and a representative from the local United Steelworkers Union were part of a panel when the CSB presented this report to the Kanawha Valley community.

CCHMP was asked to give testimony at a June 2010 hearing on "Workplace Safety and Worker Protections in the Gas and Oil Industry" before the U.S. Senate Committee on Health, Education, Labor, and Pensions Subcommittee on Employment and Workplace Safety regarding the success of Accidental Release Prevention Programs in place in Contra Costa County.

In September 2012, CCHMP was asked to present at the "Expert Forum on the Use of Performance-based Regulatory Models in the U.S. Oil and Gas Industry: Offshore and Onshore" in Texas City, Texas to share the regulatory experience at Contra Costa County and give testimony on how local, state and federal agencies can work together and have an unprecedented alignment on regulations that is required for the same facilities. This meeting was spearheaded by the federal Occupational Safety and Health Administration and attended by the Bureau of Safety and Environmental Enforcement, U.S. Coast Guard, U.S. EPA, Pipeline and Hazardous Materials Safety Administration, United Steelworkers, American Petroleum Institute, academia and industry representatives.

CCHMP staff also testified at a June 2013 hearing on "Oversight of Federal Risk Management and Emergency Planning Programs to Prevent and Address Chemical Threats, Including the Events Leading up to the Explosions in West, TX and Geismar, LA" before the U.S. Senate's Committee on Environment and Public Works.



ATTACHMENT A
HAZARDOUS MATERIALS
OMBUDSPERSON EVALUATION
January 1, 2024 – December 31, 2024

Hazardous Materials Ombudsperson Evaluation

January 1, 2024 – December 31, 2024

Introduction

On July 15, 1997 the Contra Costa County Board of Supervisors authorized creation of an Ombudsperson role for the County's Hazardous Materials Programs. The first Hazardous Materials Ombudsperson began work on May 1, 1998. The Contra Costa County Board of Supervisors adopted an Industrial Safety Ordinance on December 15, 1998. Section 450-8.022 of the Industrial Safety Ordinance requires Contra Costa Health to continue to employ an Ombudsperson for the Hazardous Materials Programs. Section 450-8.030(B)(vii) of the Industrial Safety Ordinance requires an annual evaluation of the effectiveness of the Hazardous Materials Ombudsperson, with the first evaluation to be completed on or before October 31, 2000.

The goals of section 450-8.022 of the Industrial Safety Ordinance for the Hazardous Materials Ombudsperson are:

1. To serve as a single point of contact for people who live or work in Contra Costa County regarding environmental health concerns, and questions and complaints about the Hazardous Materials Programs.
2. To investigate concerns and complaints, facilitate their resolution, and assist people in gathering information about programs, procedures, or issues.
3. To provide technical assistance to the public.

The Hazardous Materials Ombudsperson currently accomplishes these goals through the following program elements:

1. Continuing an outreach strategy so that the people who live and work in Contra Costa County can know about and utilize the program.
2. Investigating and responding to questions and complaints, and assisting people in gathering information about programs, procedures, or issues.
3. Participating in a network of environmental programs for the purpose of providing technical assistance.

This evaluation covers the period from January 1, 2024 through December 31, 2024, for the Hazardous Materials Ombudsperson program. The effectiveness of the program shall be demonstrated by showing that the activities of the Hazardous Materials Ombudsperson meet the goals established in the Industrial Safety Ordinance.

Program Elements

Continuing an Outreach Strategy

An informational website for the Hazardous Materials Ombudsperson is located at:

<https://www.cchealth.org/health-and-safety-information/hazmat-programs/hazardous-materials-ombudsman>

This period efforts were focused on maintaining the outreach tools currently available. The web page was maintained for the program as part of Contra Costa Health's web site. This page contains information about the program, links to other related web sites, and information about upcoming meetings and events. A toll-free phone number is published in all three Contra Costa County phone books in the Government section. The Hazardous Materials Ombudsperson can be contacted at: hazmat.ombudsman@cchealth.org.

Investigating and Responding to Questions and Complaints, and Assisting in Information Gathering

The Hazardous Materials Ombudsperson plays a crucial role in addressing community concerns regarding hazardous materials by facilitating open communication between residents and local authorities. When residents voice questions or complaints concerning hazardous materials, the Hazardous Materials Ombudsperson investigates these issues and gathers information from various sources including government agencies, environmental experts, and community stakeholders. The aim is to clarify regulatory processes to the community in a quick and transparent manner. By acting as a mediator, the Hazardous Materials Ombudsperson helps residents navigate complex information related to hazardous materials, providing guidance on safety measures and compliance standards. Ultimately, their goal is to enhance community trust and promote a safer environment through effective problem-solving.

The Hazardous Materials Ombudsperson receives a significant number of information requests via telephone and less through email. Most of these inquiries typically focus on various environmental issues, including home-related concerns such as hazardous waste disposal and contamination. The Hazardous Materials Ombudsperson strives to respond to telephone requests in approximately one business day. Some inquiries require additional research or written materials which may take a couple of days to compile. Responses are generally provided by telephone unless written information is necessary.

Participating in a Network of Environmental Programs for the Purpose of Providing Technical Assistance

Technical assistance means helping the public understand the regulatory, scientific, political, and legal aspects of issues. It also means helping them understand how to effectively communicate their concerns within these different arenas. This year, the Hazardous Materials Ombudsperson continued to staff a number of County programs and participate in other programs to be able to provide technical assistance to the participants and the public.

Climate Change Program - During this period the Hazardous Materials Ombudsperson provided technical assistance to the Public Health Department on a variety of climate change issues. The Ombudsperson participated in a Public Health workgroup to update the Climate Action Plan and the General Plan was part of the planning team for extreme weather events for the Office of Emergency Services and assisted in the development of Extreme Heat and Air Quality Response plans.

Health Careers Pathways – The Ombudsperson served as a mentor to High School Students as part of the Health Careers Pathways summer internship program. The Ombudsperson assisted the students in the development of their Capstone Project which was presented at a Hazardous Materials Commission meeting.

Martinez Refining Company Catalyst Release – The Ombudsperson facilitated community meetings associated with Contra Costa Health conducting third-party evaluations after a catalyst release impacted the community in November 2022.

The Hazardous Materials Ombudsperson also attended workshops, presentations, meetings and trainings on a variety of environmental issues to be better able to provide technical assistance to the public. Topics included Environmental Justice, Air Quality, water quality, toxic chemicals, and asthma.

Program Management

The Hazardous Material Ombudsperson reported to the Climate and Health Officer until he retired in March 2023. After that, the Ombudsperson reported to the Deputy Director of Contra Costa Health.

Goals for 2025

The Hazardous Materials Ombudsperson will continue to respond to questions and complaints about the actions of the Hazardous Materials Program; answer general questions that come from the public and assist them in understanding regulatory programs; continue to participate in the ISO amendment stakeholder meetings for Tank Terminals; continue

to provide support on the revised Hazardous Materials Incident Notification Policy as needed; update the Hazardous Materials Commission for sensitive community related events; support the Health Department on Health Emergency Response and Planning which may include climate change issues; and participate in the CAER Emergency Notification committee.



ATTACHMENT B
HAZARDOUS MATERIALS
COUNTY REGULATED SOURCES
ANNUAL PERFORMANCE
July 1, 2023 – June 30, 2024



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4585 Pacheco Blvd., Suite 100 | Martinez, CA 94553 | Phone: (925) 655-3200 | Fax: (925) 646-2073
ccchazmat@cchealth.org

Industrial Safety Ordinance Annual Performance Review and Evaluation Submittal

June 30, 2024

*Attach additional pages as necessary

1. Name and address of Stationary Source:
2. Contact name and telephone number (should CCHHMP have questions):
3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):
4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):
5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):
6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):
7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):
8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):



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9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):

10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the *Contra Costa County District Attorney's Office*) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):

11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):

12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):

13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):

14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):

15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):

16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases:

17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:



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18. Date the last Safety Culture Assessment was completed: _____
19. Date the results of the Safety Culture Assessment were reported to the workforce and management: _____
20. Answer the following regarding the Safety Culture Evaluation Previous to the one listed in #18:
- Survey method: _____
 - Areas of improvements being addressed: _____
 - Action Plan made Progress on the identified areas of improvement?: Yes No
 - If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals?

 - If No, has a new action plan been developed to address the identified areas of improvement? Yes No
21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not?
22. Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items:
23. Date of the mid-cycle progress evaluation: _____
- Did the action plan (for #18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? Yes No
24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items:
25. Common Process Safety Performance Indicators:

a. Overdue inspection for piping and pressure vessels based on total number of circuits:

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

Total number of circuits: _____

Total number of annual planned circuit inspection: _____



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b. Past due PHA recommended actions, includes seismic and LCC recommended actions

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

c. Past due Investigation recommended actions for API/ACC Tier1 and Tier 2 incidents.

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

d. API/ACC Tier 1 and Tier 2 Incidents for the last 11 years

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
No. Tier 1 LOPC											
Incident rate for Tier 1											
Refinery or Industry Rate ¹											
Refinery or Industry Mean ²											
Tier 2 LOPC											
Incident rate for Tier 2											
Refinery Rate ¹											
Refinery Mean ²											

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents this reporting year: _____

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total*													
Overdue													
Repeat													

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.



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8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):



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17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:



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- Areas of improvements being addressed: _____
- Action Plan made Progress on the identified areas of improvement?: Yes No
 - If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals?

○ If No, has a new action plan been developed to address the identified areas of improvement? Yes No

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not?

22. Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items:

23. Date of the mid-cycle progress evaluation: _____

○ Did the action plan (for #18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? Yes No

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25. Common Process Safety Performance Indicators:

a. Overdue inspection for piping and pressure vessels based on total number of circuits:

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

Total number of circuits: _____

Total number of annual planned circuit inspection: _____



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b. Past due PHA recommended actions, includes seismic and LCC recommended actions

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
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c. Past due Investigation recommended actions for API/ACC Tier1 and Tier 2 incidents.

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d. API/ACC Tier 1 and Tier 2 Incidents for the last 11 years

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
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Incident rate for Tier 1											
Refinery or Industry Rate ¹											
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26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents this reporting year: _____

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Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total*													
Overdue													
Repeat													

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.



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*Attach additional pages as necessary

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2. Contact name and telephone number (should CCHHMP have questions):
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12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):

13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):

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15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):

16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases:

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Repeat													

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Overdue													
Repeat													

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Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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Incident rate for Tier 1											
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Overdue													
Repeat													

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Total*													
Overdue													
Repeat													

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.

Attachment 1: Inherently Safer Systems Implemented in 2023 (for 2024 ISO Annual Report)

Count	ISS Category/Approach	Description
1	Passive	Install a physical barrier between delivery truck area and FGBD V-13211. (FGBD)
2	Active	Configure a high flow alarm in ACM/UTL for existing indication 6TI9285. (CGH)
3	Active	Configure a high flow alarm in ACM/UTL for existing indication 7FI293. (ALKY)
4	Active	Configure a high level alarm on a Board other than the Dispatcher Board and in ACM/UTL for either the Inventory Management High Alarm or the Independent High Level Alarm for the following tanks: TK1046, TK1072, TK1134, TK1161, TK1332, TK1333, TK1334, TK1335, TK12467 and TK17095. (WHARF / AST)
5	Active	Configure a low flow alarm in ACM/UTL for existing indication 14FC1061. (KGP)
6	Active	Configure a low flow alarm in ACM/UTL for existing indication 14FC1122. (KGP)
7	Active	Configure a Low flow alarm in ACM/UTL for existing indication 14FC884. (KGP)
8	Active	Configure a low flow alarm in ACM/UTL for existing indication 14FC948. (KGP)
9	Active	Configure a low flow alarm in ACM/UTL for existing indication 16FI101. (KGP)
10	Active	Configure a low flow alarm in ACM/UTL for existing flow indication 8FI1075. (C3/C4 Treater)
11	Active	Configure a low pressure alarm in ACM/UTL for existing indication 14PC920. (KGP)
12	Active	Configure an alarm in ACM/UTL for existing common trouble alarm 6UA372. (CFH)
13	Active	Configure an alarm in ACM/UTL for existing common trouble alarm 6UA557. (CFH)
14	Active	Configure low temperature alarms in ACM/UTL for existing indications 14TI1018 and 14TI1019. (KGP)
15	Active	Configure tandem seal common trouble alarm 7UA701. (ALKY)
16	Procedural	Add sample point to "H2S Sample BA Required" list (attachment to I(F)-39). (FGT)
17	Procedural	Label any pipelines that go underground that do not have labels. (ALKY)
18	Procedural	Label the V-15589 acid pump out valves. (ALKY)



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Attachment 1 - Inherently Safer Systems Implemented

<i>Item Identifier</i>	<i>Implementation Category</i>	<i>Risk Reduction Level</i>	<i>ISS Strategy</i>
MZ.200029-124775	Project	Inherent	Elimination – removal of the hazard by modifying physical conditions.
MZ.22130-133628	Project	Inherent	Substitution – mitigating the hazard by switching to a non-hazardous alternative option.
MZ.23003-138028	Project	Passive	Moderate – Modification of physical conditions to less hazardous conditions.
MZ.23003-230495	Project	Passive	Moderate – Modification of physical conditions to less hazardous conditions.
MZ.23020-297206	Incident Investigation	Passive	Moderate – Modification of physical conditions to less hazardous conditions.
MZ.23029-124869	Incident Investigation	Inherent	Substitution – mitigating the hazard by upgrading equipment to reduce the frequency of a consequence.
MZ.24018-140803	Incident Investigation	Inherent	Substitution – mitigating the hazard by upgrading equipment to reduce the frequency of a consequence.
MZ.24031-140807	Incident Investigation	Inherent	Substitution – mitigating the hazard by upgrading equipment to reduce the frequency of a consequence.
MZ.23111-130459	PHA	Inherent	Substitution – mitigating the hazard by upgrading equipment to reduce the frequency of a consequence.
MZ.24169-144090	PHA	Inherent	Substitution – mitigating the hazard by upgrading equipment to reduce the frequency of a consequence.

11/19/2023 00:21 AM: The Facility experienced a tube rupture in the F-20 Recycle Furnace resulting the 207,280-lb release of renewable diesel and 2,220-lb release of hydrogen. The released materials ignited inside the furnace and caused a fire. At the time of the incident, a Field Operator was in the process of removing fuel gas from the furnace burners, causing burn injuries due to being in the line of fire when the tube failed. The Field Operator exited the area and made his way to the Field Operator Shelter. The injured operator was life flighted to a nearby hospital for medical care. The Community Warning System (CWS) was activated, and notifications were made to Contra Costa Health Services (CCHS), Bay Area Air Quality Management District (BAAQMD), Contra Costa County Office of Emergency Services (CCOES), and Contra Costa Fire District. State notifications were made through CalOES to notify state agencies. The Chemical Safety Board (CSB), Cal/OSHA, and CCHS opened incident investigations for the furnace fire. The investigation team collaborated with CSB, Cal/OSHA, and CCHS on evidence collection, laboratory selection, and testing methodology. The weather was clear and dry. The average wind speed and direction during the incident was <10 mph and West-Northwest, respectively. The temperature was about 53 degrees F. The investigation determined that a convection tube located in the upper portion of the furnace overheated and ruptured, due to afterburn. Afterburn is a phenomenon that can occur when normal air-fuel ratio and distribution is destabilized, which can cause hot spots to form in unexpected locations. In this case, a Computational Fluid Dynamic (CFD) study determined that operating conditions in the furnace when the incident occurred distributed excess heat in the convection section of the furnace, where the tube failure was experienced. The tube failed catastrophically, resulting in the sudden release of renewable diesel and hydrogen, which then ignited and caused the fire that injured the operator attending the furnace during startup. The initiating event for this incident was a furnace tube failure that resulted in the release of flammable material, which immediately ignited upon contacting burner flames. Root Cause #1: Low flow due to startup line valve misalignment, which could create an unmeasured and undetectable bypass around the furnace. Root Cause #2: High temperature due to 2 burners being placed in service without removing the air register plates that were fastened to manage furnace stack NOx by reducing tramp air into the firebox. The following corrective actions are in the final stages of development at the time that this report is being submitted (June, 2024): Evaluate addressing the unmeasured bypass potential around F-20 by (1) removing the "B Valve", (2) installing a check valve to prevent reverse flow bypassing the F-20, or (3) installing individual pass flow meters in F-20 and updating SIS to shutdown furnace if individual pass flows are low if installed; comply with MPC heater bypass line configuration standards to ensure adequate safeguards are in place to manage the bypasses in all phases of operations utilizing a review team consisting of the minimum core members of a normal PHA and create new recommendations where additional safeguards are necessary; and update 2HDO start-up procedures and clarify steps regarding the use of start-up line valves (These address Root Cause #1). Consider installing a laser analyzer for CO and methane at F-20, ensuring that the analyzer is conforms with SIS specified in MPC standards if installed; revise the F-20 startup procedure to include steps to remove the air register plates prior to lighting the burners; develop a management system or procedure to car seal or zip tie close the fuel gas valves to the burners when blanking plates are installed; add warning signs to all furnaces with air register plates that includes the step to light and the hazards of operation with air registers blocked; increase air register plate visibility by (1) painting the plates a high visible, high contrast color and (2) ensuring that air register plates are visible from the fuel gas valves; and

consider hanging sign plates at each burner for added visibility from the fuel gas valves (These address Root Cause #2).

ATTACHMENT 3
MARTINEZ RENEWABLES
2024 ANNUAL ISO REPORT

Status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):

Incident: 11/19/2023 furnace tube rupture and fire in the #2 Hydrodeoxygenation (2HDO) Unit:

Recommendation No.	Due Date	Rec. Description	Current Stage
350946	11/1/2024	Increase visibility of the air register plates: <ul style="list-style-type: none"> • Paint the plates a high visible, high contrast color and • Ensure air register plates are visible from the fuel gas valves. Consider adding a hanging sign plates for added visibility from the fuel gas valves. 	In Progress
350945	11/1/2024	Add warning signs to all furnaces with air register plates that includes the step to light and the hazards of operation with air registers blocked.	In Progress
350944	11/1/2024	Develop management system or procedure to ensure removal of air register plates prior to lighting burners, such as car seal or zip tie close the fuel gas valves to the burners when blanking plates are installed.	In Progress
350943	11/1/2024	Revise the 004-F-20 startup procedure to include steps to remove the air register plates prior to lighting the burners.	In Progress
350942	11/1/2024	Install a laser analyzer for CO and methane. Ensure the analyzer is incorporated into the SIS in conformance with RSP-1172-024 Heater Application Standard.	In Progress



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4585 Pacheco Blvd., Suite 100 | Martinez, CA 94553 | Phone: (925) 655-3200 | Fax: (925) 646-2073
ccchazmat@cchealth.org

Industrial Safety Ordinance Annual Performance Review and Evaluation Submittal

June 30, 2024

*Attach additional pages as necessary

1. Name and address of Stationary Source:
2. Contact name and telephone number (should CCHHMP have questions):
3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):
4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):
5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):
6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):
7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):
8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):



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9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):

10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the *Contra Costa County District Attorney's Office*) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):

11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):

12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):

13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):

14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):

15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):

16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases:

17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:



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18. Date the last Safety Culture Assessment was completed: _____

19. Date the results of the Safety Culture Assessment were reported to the workforce and management: _____

20. Answer the following regarding the Safety Culture Evaluation Previous to the one listed in #18:

- Survey method: _____
- Areas of improvements being addressed: _____
- Action Plan made Progress on the identified areas of improvement?: Yes No
 - If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals?

 - If No, has a new action plan been developed to address the identified areas of improvement? Yes No

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not?

22. Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items:

23. Date of the mid-cycle progress evaluation: _____
 ○ Did the action plan (for #18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? Yes No

24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items:

25. Common Process Safety Performance Indicators:

a. Overdue inspection for piping and pressure vessels based on total number of circuits:

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

Total number of circuits: _____

Total number of annual planned circuit inspection: _____



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b. Past due PHA recommended actions, includes seismic and LCC recommended actions

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

c. Past due Investigation recommended actions for API/ACC Tier1 and Tier 2 incidents.

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

d. API/ACC Tier 1 and Tier 2 Incidents for the last 11 years

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
No. Tier 1 LOPC											
Incident rate for Tier 1											
Refinery or Industry Rate ¹											
Refinery or Industry Mean ²											
Tier 2 LOPC											
Incident rate for Tier 2											
Refinery Rate ¹											
Refinery Mean ²											

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents this reporting year: _____

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total*													
Overdue													
Repeat													

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.



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 ccchazmat@cchealth.org

ATTACHMENT 1
January 2023 – December 2023 ISS Improvements

Reference	ISS Category	ISS Approach	MOC Description
Pretreatment Unit (PTU) PHA Node 17.	Procedural	Moderate	Develop procedures to ensure the route to dumpster from Bleacher Filters is appropriately managed.
3705383	Active	Moderate	Install a high temperature alarm on TI-1512 or <u>rerate E-239</u> for the appropriate MAWT.
3705466	Passive	Simplify	Upgrade 76:G-324 Seal prior to Unicracker startup
4121998	Active	Simplify	Update the GG-503 motor controls to modern equipment that is easier to troubleshoot and less likely to spuriously trip.
4122041	Passive	Simplify	Install a mechanical stop to prevent the valve from opening too far causing a heater trip on high fuel gas pressure.
4122058	Procedural	Moderate	Update procedure to ensure ammonia injection skid is pre-heated in advance of SCR temperature reaching 475 degrees.



ATTACHMENT C
HAZARDOUS MATERIALS
RICHMOND REGULATED SOURCES
ANNUAL PERFORMANCE
July 1, 2023 – June 30, 2024



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1. Name and address of Stationary Source:
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17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:



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Overdue													
Repeat													

Total number of circuits: _____

Total number of annual planned circuit inspection: _____



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b. Past due PHA recommended actions, includes seismic and LCC recommended actions

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

c. Past due Investigation recommended actions for API/ACC Tier1 and Tier 2 incidents.

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Overdue													
Repeat													

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Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
No. Tier 1 LOPC											
Incident rate for Tier 1											
Refinery or Industry Rate ¹											
Refinery or Industry Mean ²											
Tier 2 LOPC											
Incident rate for Tier 2											
Refinery Rate ¹											
Refinery Mean ²											

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

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I. Number of Major Incidents this reporting year: _____

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Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total*													
Overdue													
Repeat													

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.

Attachment 1 – Question 9

Question: Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):

Chevron Response:

Risk Reduction Category	ISS Approach – for all but procedural & active	Description
Inherent	Eliminate & Moderate	Upgrade centrifugal pump to dual seals to eliminate loss of containment resulting from seal failure.
Inherent	Moderate	Implemented multiple centrifugal pump seal upgrades to reduce loss of containment resulting from seal failures.
Passive	Moderate	A high pressure vessel was proactively replaced with upgraded metallurgy that will eliminate the HTHA damage mechanism altogether
Active	-	Recent H2 plant upgrades to instrumentation and control logic for improved reliability
Active	-	Implemented Burner Management System for burners in a unit.
Procedure	-	Replaced flow indicators with ones that provide readings that match those on the board, so the operator no longer required to perform mental math to determine the actual flow.

Attachment 2 – Question 16:

Question: List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases:

Chevron Response: In addition to the Inherently Safer Systems implemented in Question 9, CUSA has also made other changes to the facility pursuant to the RISO and beyond to decrease the severity or likelihood of accidental releases. A few examples include the following:

- Changes implemented in these categories between June 2023 to June 2024.
 - Continued use of V&V tool to assess opportunities for learning around high risk activities.
 - Prioritized and focused reviews for high criticality procedures.
 - Continued effort to conduct procedural PHAs across refinery units to identify and mitigate potential human factors that may lead to loss of containment.
 - Continued implementation and assessment of overfill protection and backflow prevention systems during PHA-SPAs. Scope includes upgrades to instrumented systems.
 - Continued to optimize asset strategies based on inspection findings.
 - Periodic review of corrective actions and lessons learned from recent high consequence incident investigations as well as historical incidents.



HAZARDOUS MATERIALS PROGRAMS
A Division of Contra Costa Health



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-122
C.80.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: West Contra Costa Healthcare District Annual Audits

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

Acting as the Governing Board of the West Contra Costa Healthcare District,

ACCEPT the West Contra Costa Healthcare District annual 2023-24 Financial audit completed by JWT & Associates; and

ACCEPT the West Contra Costa Healthcare District (WCCHD) annual 2023-24 Successor Retirement Plan audit completed by JWT & Associates.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The District is required to have an annual Financial Audit of its business activities and an audit of the Successor Retirement Plan to meet the regulatory requirements of the outstanding bonds. The audit found no issues as indicated below:

1. The annual District financial audit was completed by JWT & Associates. The audit had no adverse findings and concluded "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and fiduciary activities of the District, as of June 30, 2024 and 2023, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America".
2. The annual 2023-24 Successor Retirement Plan audit was completed by JWT & Associates. The audit noted "In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of the Plan as of June 30, 2024 and 2023, and the changes in its net assets available for benefits for the years then ended, in accordance with accounting principles generally accepted in the United States of America". The audit further indicated that "Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities".

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, regulatory requirements of the outstanding bonds to conduct an annual Financial Audit of business activities and an audit of the Successor Retirement Plan will not be fulfilled.

Audited Financial Statements
WEST CONTRA COSTA
HEALTHCARE DISTRICT
June 30, 2024 and 2023

DRAFT

JWT & Associates, LLP
Advisory Assurance Tax

West Contra Costa Healthcare District

Audited Financial Statements

June 30, 2024

Independent Auditor’s Report 1

Management’s Discussion and Analysis 4

Statements of Net Position 6

Statements of Revenues, Expenses and Changes in Net Position..... 7

Statements of Cash Flows 8

Notes to Financial Statements..... 10

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*..... 22

Schedule of Findings..... 24

DRAFT

JWT & Associates, LLP

Advisory Assurance Tax

1111 East Herndon, Suite 211, Fresno, California 93720
Voice: (559) 431-7708 Fax: (559) 431-7685

Report of Independent Auditors

The Contra Costa Board of Supervisors
West Contra Costa Healthcare District
Martinez, California

Opinion

We have audited the accompanying financial statements of the business-type activities and fiduciary activities of West Contra Costa Healthcare District (the District), as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and fiduciary activities of the District, as of June 30, 2024 and 2023, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November XX, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

JWT & Associates, LLP

Fresno, California

November XX, 2024

DRAFT

West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2024

Introduction

This discussion and analysis has been prepared by the management of West Contra Costa County Healthcare District (the District or WCCHD) in order to provide an overview of the District's financial and operating performance for the year ended June 30, 2024, in accordance with the Governmental Accounting Standards Board Statement No. 34, *Basic Financials Statements; Management's Discussion and Analysis for State and Local Governments*. Read in conjunction with the District's audited financial statements and accompanied notes to the financial statements. It is intended to help the reader better understand the District's financial performance and position. It should be noted that the audited financial statements prepared by JWT & Associates, LLP, include an unmodified opinion regarding the financial statements.

The District, which was formed in 1948, operated Doctors Medical Center in San Pablo, California for over 60 years. Since the mid-1990's, the medical center faced ongoing financial challenges. Ultimately, the District closed Doctors Medical Center in April 2015 due to insufficient funding for the population it serviced and due to its continuing losses. The District continues to function.

After the closure of the Hospital in 2015, the remaining staff conducted the required key activities to wind down the non-clinical operations and continue to manage the District. The District has been governed since January 1, 2019, by the Contra Costa Board of Supervisors as per California Senate Bill 522.

Bankruptcy

The District did not have sufficient cash or other assets to support the ongoing operations of the District or to pay the post closure liabilities until the sale of the Hospital building on April 3, 2018. The District filed for Chapter 9 Bankruptcy on October 20, 2016, and on June 25, 2021, exited Bankruptcy.

The District has met and will continue to meet its obligations of the Plan of Adjustment as follows:

- The West Contra Costa Healthcare District Successor Pension Plan received \$2 million dollars in fiscal years ending June 30, 2024 and 2023. The District plans to accelerate payment and pay the full unfunded pension liability at June 30, 2024 of \$3,274,375 in November 2024. Additional contributions will be paid to the Successor Pension Plan as required to meet future funding shortfalls. All participants are expected to receive their full benefit.
- The California Nurses Association (CNA) agreed to be paid \$2,500,000 over the course of ten years without interest (\$250,000 annually) for an obligation incurred pursuant to the Memorandum of Understanding between the District and CNA dated June 14, 2011. Annual payments have been made pursuant to this agreement as stated above. The District plans to accelerate payment and pay the full amount outstanding at June 30, 2024 of \$1,000,000 in November 2024.
- The Local 39 Pension claim was agreed to be paid in full over 10 years in annual installments and the Local 39 health claim will be paid at a 50% discount over 9 years. The District plans to accelerate payment and pay the full amount outstanding at June 30, 2024 of \$159,414 in November 2024.

West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2024

Bankruptcy (continued)

All other payments have been paid as agreed.

Debt Obligation and Refinance 2023

In 2021 the District was successful in refinancing the 2018 & 2019 bonds for a savings of approximately \$10 million over the next 21 years. This commitment, now known as the "2021 Bonds" continues to be funded out of the property and the Ad Valorem taxes for the District. The debt is scheduled to be paid in full by 2042.

Future of the District

In addition to managing the debt and other administrative functions, the District continues to serve the community by using its limited available funds to fund programs that provide for the healthcare needs identified and prioritized by Contra Costa County for the western portion of the county based on that area's Healthcare Needs Assessment. During the fiscal year ended June 30, 2024, the District focused on programs that improved the wellness and healthcare for west Contra Costa County youth. The District provided \$2M during the fiscal year ended June 30, 2024, to fund these healthcare services.

Due to the successful refinance of the Series 2018 and 2019 Certificates of Participation with the new Series 2021 Certificates of Participation during the year ended June 30, 2021, and the lower than expected amount of post-closure obligations, the District anticipates being able to increase further funding of healthcare needs in the District going forward.

West Contra Costa Healthcare District

Statement of Net Position

June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Assets		
Current assets		
Cash and cash equivalents	\$ 15,934,907	\$ 10,680,593
Assets limited as to use	3,115,200	3,117,100
Other receivables	-	191,591
Total current assets	19,050,107	13,989,284
Assets limited as to use, less current portion	2,287,893	2,276,580
Other assets	449,742	476,197
Total assets	\$ 21,787,742	\$ 16,742,061
Liabilities and net position		
Current liabilities		
Current maturities of debt borrowings	\$ 1,450,000	\$ 1,395,000
Accounts payable and accrued expenses	1,957,159	909,507
Pension liability, current portion	1,000,000	1,000,000
Other liabilities, current portion	291,335	291,335
Total current liabilities	4,698,494	3,595,842
Debt borrowings, net of current maturities	46,540,250	48,365,852
Net long-term pension liability	2,274,375	5,516,387
Other liabilities, net of current	868,079	1,159,414
Total liabilities	54,381,198	58,637,495
Net position		
Unrestricted	(32,593,456)	(41,895,434)
Total net position	(32,593,456)	(41,895,434)
Total liabilities and net position	\$ 21,787,742	\$ 16,742,061

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Revenues, Expenses and Changes in Net Position

For the Year Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Operating revenues		
Operating revenue	\$ 9,885	\$ 12,474
Total operating revenue	<u>9,885</u>	<u>12,474</u>
Operating expenses		
Community Benefit Expense	2,035,334	500,000
Professional fees	700,229	697,309
Depreciation and amortization	26,455	26,456
Other operating expenses	4,479	9,305
Total operating expenses	<u>2,766,497</u>	<u>1,233,070</u>
Operating loss	<u>(2,756,612)</u>	<u>(1,220,596)</u>
Nonoperating revenues (expenses)		
District tax revenue	11,584,131	11,265,792
Investment income	578,944	268,063
Interest expense	(1,346,497)	(1,346,497)
Net pension plan gain (expense)	1,242,012	(721,816)
Total nonoperating revenues (expenses)	<u>12,058,590</u>	<u>9,465,542</u>
Change in net position	<u>9,301,978</u>	<u>8,244,946</u>
Net position at beginning of the year	(41,895,434)	(50,140,380)
Net position at end of the year	<u>\$ (32,593,456)</u>	<u>\$ (41,895,434)</u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Cash Flows

For the Year Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities		
Cash received from operations	\$ 201,476	\$ 100,186
Cash payments to suppliers and contractors	<u>(1,692,390)</u>	<u>(1,838,172)</u>
Net cash used in operating activities	(1,490,914)	(1,737,986)
Cash flows from noncapital financing activities		
Net change in other liability	(291,335)	(291,334)
Principal payments on debt borrowings	(1,770,602)	(1,955,603)
Interest payments on debt borrowings	(1,346,497)	(1,346,497)
Net change in pension liability	(3,242,012)	(1,278,184)
Parcel tax revenues levied for debt service	3,768,064	3,664,515
Ad valorem and parcel tax revenues to support operations	<u>7,816,067</u>	<u>7,601,277</u>
Net cash provided by noncapital financing activities	\$ 4,933,685	\$ 6,394,174
Cash flows from investing activities		
Net investment gain	578,944	268,063
Net change in assets whose use is limited	(9,413)	(81,971)
Net pension gain (expense)	<u>1,242,012</u>	<u>(721,816)</u>
Net cash provided by (used in) investing activities	1,811,543	(535,724)
Net change in cash and cash equivalents	<u>5,254,314</u>	<u>4,120,464</u>
Cash and cash equivalents, beginning of year	10,680,593	6,560,129
Cash and cash equivalents, end of year	<u>\$ 15,934,907</u>	<u>\$ 10,680,593</u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Cash Flows (continued)

For the Year Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Reconciliation of operating loss to net cash provided by operating activities		
Loss from operations	\$ (2,756,612)	\$ (1,220,596)
Adjustments to reconcile loss from operations to net cash provided by operating activities		
Depreciation and amortization	26,455	26,456
Changes in operating assets and liabilities:		
Other receivables	191,591	87,712
Accounts payable	1,047,652	(631,558)
Net cash used in operating activities	<u>\$ (1,490,914)</u>	<u>\$ (1,737,986)</u>
Cash disclosures		
Cash payments of interest	<u>\$ 1,722,100</u>	<u>\$ 1,862,187</u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

Reporting Entity- West Contra Costa Healthcare District (the "District") is a public agency organized under Local Hospital District Law as set forth in the Health and Safety Code of the State of California. The District is a political subdivision of the State of California and is not subject to federal or state income taxes. The District was formed in 1948 for the purpose of building and operating a hospital to benefit the residents of West Contra Costa County. The District was governed by a Board of Directors elected from within the Healthcare District to specified terms of office until January 1, 2019. The District operated a full-service acute care facility (the Hospital) and provided services to both inpatients and outpatients, who primarily resided in the local geographic area. The District ceased all operations of the Hospital in April 2015 and subsequently filed bankruptcy in October 2016. In September 2018, the Contra Costa County (the County) Board of Supervisors appointed itself, under Health & Safety Code Section 32100.8, as the District's Board of Directors effective January 1, 2019.

Basis of preparation - The District is a governmental health care district and, accordingly, follows governmental accounting standards. The accrual basis of accounting is used in accordance with provisions for proprietary fund types.

Pursuant to Governmental Accounting Standards Board ("GASB") Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, the District's proprietary fund accounting and financial reporting practices are based on all applicable GASB pronouncements as well as codified pronouncements issued on or before November 30, 1989.

The District applies the provisions of GASB 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (Statement 34), as amended by GASB 37, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus*, and Statement 38, *Certain Financial Statement Note Disclosures*. Statement 34 established financial reporting standards for all state and local governments and related entities. Statement 34 primarily relates to presentation and disclosure requirements. The impact of this change was related to the format of the financial statements; the inclusion of management's discussion and analysis; and the preparation of the statement of cash flows on the direct method.

Use of estimates - The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and cash equivalents - The District considers cash and cash equivalents to include certain investments in highly liquid debt instruments, when present, with an original maturity of three months or less or subject to withdrawal upon request.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES (continued)

Other assets - Other assets include debt issuance costs related to certain debt. Debt issuance costs incurred in connection with the issuance of tax-exempt bonds have been deferred and/or recorded and are being amortized over the term of the bonds using a straight-line method. Amortization expense recognized for the years ended June 30, 2024 and 2023, was \$26,455 and \$26,456, respectively.

Risk management - The District is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years.

Risk retention plans - The District is covered under the professional liability and workers' compensation insurance coverages arranged by and enforce for the County. Management estimates of uninsured losses for prior professional liability, workers' compensation and employee health coverage have been accrued as liabilities in the accompanying financial statements and are being settled as part of the bankruptcy.

Net position - Net position of the District are classified in three components:

- Net position invested in capital assets, net of related debt consist of capital assets net of accumulated depreciation and reduced by any outstanding borrowings used to finance the purchase or construction of those assets.
- Restricted expendable net position are noncapital net assets that must be used for a particular purpose, as specified by creditors, grantors, or contributors external to the District, including amounts deposited with trustees as required by revenue bond indentures, discussed in Note 7.
- Unrestricted net position are remaining net assets that do not meet the definition of invested in capital assets net of related debt or restricted expendable net assets.

Operating revenues and expenses - The District's statements of revenues, expenses and changes in net position distinguishes between operating and non-operating revenues and expenses. The District no longer operates a hospital and now all operating revenue and expenses are related to the ongoing operations of the District which include administrative related, debt service related and other regulatorily required services. Non-operating revenues and expenses were those transactions not considered directly linked to providing health care services in prior years and currently those not associated with ongoing operations..

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES (continued)

Pensions - For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position and additions to and deductions from fiduciary net position are determined on the same basis as reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due as payable in accordance with benefit terms. Plan investments are reported at fair value.

Income taxes - The District is a political subdivision of the state of California organized under the Local Health Care District Law as set forth in the Health and Safety Code of the State of California. The District has been determined to be exempt from income taxes under Local Health Care District Law. Accordingly, no provision for income taxes is included in the accompanying financial statements

Accounting principles generally accepted in the United States require District management to evaluate uncertain tax positions taken by the District. The financial statement effects of a tax position are recognized when the position is more likely than not, based on the technical merits, to be sustained upon examination by the IRS. District management has analyzed the tax positions taken by the District, and has concluded that as of June 30, 2024, there are no uncertain positions taken or expected to be taken. The District has recognized no interest or penalties related to uncertain tax positions. The District is subject to routine audits by taxing jurisdictions, however, there are currently no audits for any tax periods in progress.

Property taxes – During the year ended June 30, 2024, the district received approximately 86% of its financial support from property taxes. Property taxes are levied by the County on the District's behalf on July 1st and are intended to finance the District's activities of the same fiscal year. Amounts levied are based on assessed property values as of the July 1. Property taxes are considered delinquent on the day following each payment due date. Property taxes are recorded as non-operating revenue by the District when they are earned.

Subsequent events – District management has evaluated events subsequent to June 30, 2024, to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through November XX, 2024, the date these financial statements were available to be issued.

NOTE 2 - INFORMATION REGARDING LIQUIDITY AND AVAILABILITY OF RESOURCES

The District regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while striving to maximize the investment of its available funds. The District has various sources of liquidity at its disposal as itemized in the table presented below. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the District considers all expenditures related to its ongoing activities of providing health care services as well as the conduct of services undertaken to support those activities, to be general expenditures.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 2 - INFORMATION REGARDING LIQUIDITY AND AVAILABILITY OF RESOURCES (continued)

The District strives to maintain liquid financial assets sufficient to cover at least 30 days of expenditures. The District's policy is that excess cash on hand is invested in investment instruments with liquidity requirements to enable District usage of those assets within a short time period.

The following table reflects the District's financial assets as of June 30, 2024 and 2023, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date.

	<u>2024</u>	<u>2023</u>
Cash and cash equivalents	\$ 15,934,907	\$ 10,680,593
Assets limited as to use	5,403,093	5,393,680
Other receivables	-	191,591
Total financial assets	<u>21,338,000</u>	<u>16,265,864</u>
Less reduction of financial assets not available for general expenses	(5,403,093)	(5,393,680)
Total financial assets available for one year of general expenses	<u>\$ 15,934,907</u>	<u>\$ 10,872,184</u>

In addition to financial assets available to meet general expenditures over the next 12-month period, the District operates a balanced budget and anticipates collecting revenue to cover general expenditures not covered by assets limited as to use and donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the District's cash flow and shows positive cash generated by operations for fiscal years 2024 and 2023.

NOTE 3 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE

As of June 30, 2024, the District had deposits invested in various financial institutions in the form of cash and cash equivalents including amounts classified as assets limited as to use amounting to \$21,338,000. These funds were held in deposits, which are collateralized in accordance with the California Government Code ("CGC"), except for \$250,000 per account that is federally insured.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 3 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE (continued)

Under the provisions of the CGC, California banks and savings and loan associations are required to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of the District's deposits. California law also allows financial institutes to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total deposits. The pledged securities are held by the pledging financial institution's trust department in the name of the District. The composition of assets limited as to use at June 30, 2024 and 2023, is set forth in the following table. Investments are stated at fair value.

	2024	2023
Held by Trustee		
US Government Securities and Repurchase Agreements	\$ 5,403,093	\$ 5,393,680
Total	\$ 5,403,093	\$ 5,393,680

NOTE 4 - INVESTMENTS

The District's investment balances, and average maturities were as follows at June 30, 2024 and 2023:

2024				
	Fair Value	Investment Maturities in Years		
		Less than 1	1 to 5	Over 5
Government investment funds	\$ 1,308,972	\$ 1,308,972	\$ -	\$ -
Money market and savings accounts	20,029,028	20,029,028	-	-
Total investments	\$ 21,338,000	\$ 21,338,000	\$ -	\$ -
2023				
	Fair Value	Investment Maturities in Years		
		Less than 1	1 to 5	Over 5
Government investment funds	\$ 3,067,301	\$ 3,067,301	\$ -	\$ -
Money market and savings accounts	13,006,972	13,006,972	-	-
Total investments	\$ 16,074,273	\$ 16,074,273	\$ -	\$ -

The District's investments are reported at fair value as previously discussed. The District's investment policy allows for various forms of investments generally set to mature within a few months to others over 15 years. The policy identifies certain provisions which address interest rate risk, credit risk and concentration of credit risk.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 4 – INVESTMENTS (continued)

Interest income, dividends, and both realized and unrealized gains and losses on investments are recorded as investment income. These amounts were \$578,944 and \$268,063 for the years ended June 30, 2024 and 2023, respectively. Total investment income includes both income from operating cash and cash equivalents and cash and cash equivalents related to assets limited as to use

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District's exposure to interest rate risk is minimal as 100% of their investments have a maturity of less than one year. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the preceding schedules that shows the distribution of the District's investments by maturity.

Credit Risk: Credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization, such as Moody's Investor Service, Inc. The District's investments in such obligations are in U.S. government funds and money market accounts. The District believes that there is minimal credit risk with these obligations at this time.

Custodial Credit Risk: Custodial credit risk is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer), the District will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District's investments are generally held by banks, investment companies or government agencies. The District believes that there is minimal custodial credit risk with their investments at this time. District management monitors the entities which hold the various investments to ensure they remain in good standing.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer. The District's investments are held as follows: governmental agencies 6% and banks 94%. The District believes that there is minimal custodial credit risk with their investments at this time. District management monitors the entities which hold the various investments to ensure they remain in good standing.

Investment Hierarchy: The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant other unobservable inputs. The District's investments are solely measured by Level 1 inputs and does not have any investments that are measured using Level 2 or 3 inputs.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 5- DEBT BORROWINGS

A schedule of changes in the District's debt borrowings for the years ended June 30, 2024 and 2023 is as follows:

	<u>06/30/23</u>	<u>Additions</u>	<u>Reductions</u>	<u>06/30/24</u>
Bonds payable				
Certificates of Participation - Series 2021	\$ 43,000,000	\$ -	\$(1,395,000)	\$ 41,605,000
	43,000,000	-	(1,395,000)	41,605,000
Bond premium	6,760,852	-	(375,602)	6,385,250
	<u>\$ 49,760,852</u>	<u>\$ -</u>	<u>\$(1,770,602)</u>	<u>\$ 47,990,250</u>
	<u>06/30/22</u>	<u>Additions</u>	<u>Reductions</u>	<u>06/30/23</u>
Bonds payable				
Certificates of Participation - Series 2021	\$ 44,580,000	\$ -	\$(1,580,000)	\$ 43,000,000
	44,580,000	-	(1,580,000)	43,000,000
Bond premium	7,136,455	-	(375,603)	6,760,852
	<u>\$ 51,716,455</u>	<u>\$ -</u>	<u>\$(1,955,603)</u>	<u>\$ 49,760,852</u>

The terms and due dates of the District's debt borrowings at June 30, 2024, are as follows:

- Series 2021 Certificates of Participation (2021 COP) dated December 2021, with original amount of \$44,580,000 and an original premium of \$7,512,058, principal payable in annual installments ranging from \$1,580,000 in 2024 to \$3,055,000 in 2042, interest ranging from 3.0% to 5.0%, payable semiannually and collateralized by a pledge of the District's parcel tax revenues. The proceeds of the 2012 COP bond issuance was used to pay off two outstanding bonds, the 2018 Certificates of Participation and 2019 Certificates of Participation. The District is in compliance with the financial covenants and financial reporting requirements as specified in the Indenture Trust Agreement at June 30, 2024.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 5-DEBT BORROWINGS (continued)

Aggregate principal maturities and interest payments on debt borrowings, based on scheduled maturities are as follows:

Year Ending June 30	Debt Borrowings	
	Principal	Interest
2025	1,450,000	1,665,200
2026	1,510,000	1,606,000
2027	1,570,000	1,544,400
2028	1,630,000	1,472,250
2029	1,715,000	1,388,625
Thereafter	33,730,000	9,624,525
	<u>\$41,605,000</u>	<u>\$17,301,000</u>

NOTE 6 - OTHER LONG-TERM LIABILITIES

The District filed for Chapter 9 Bankruptcy on October 20, 2016, and on June 25, 2021, exited Bankruptcy. Pursuant to the bankruptcy agreement, the District is required to pay certain liabilities as determined by the court. The District is in compliance with all requirements of the bankruptcy agreement and all required payments have been made to date. The remaining amount owed for bankruptcy obligations at June 30, 2024 is \$1,159,414, of which \$291,335 is due in the year ended June 30, 2025. This liability is shown as other current and long-term liability. The District intends to continue to be in compliance with all requirements of the bankruptcy agreement and to make all required payments until the amount owed is satisfied.

NOTE 7-RETIREMENT PLANS

The District offered a defined contribution savings plan intended to qualify under section 457(b) of the Internal Revenue Code ("IRC"). The plan was designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plan covered former employees of the District who met certain eligibility requirements. The District was the administrator of the plan and had delegated certain responsibilities for the operation and administration of the plan to an outside third-party trustee. Under the plan, employer contributions are discretionary. The District has not contributed to the plan since 2007.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 6- RETIREMENT PLANS (continued)

The District also offered two Employer Contributory Tax Deferred Plans intended to qualify under section 403(b) and 401(a) of the IRC. The plans were designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plans covered employees of the District who met certain eligibility requirements. Under the plans, the District had the ability to make discretionary matching contributions of up to 5.0% of the participant's annual compensation to the plan. The District made no contributions to the plans since 2015.

The District also provides a non-contributory single employer defined benefit pension plan. The plan covers all eligible employees of the previous Brookside Hospital. Brookside Hospital was the previous name of Doctors Medical Center. The plan provides retirement and death benefits to plan members and beneficiaries based on each employee's years of service and annual compensation. No new employees have been enrolled in the plan since 1996. There are 169 ex-District employees participating in the plan.

For the year ended June 30, 2024, the District recognized a pension related gain under the Plan of \$1,242,012. At June 30, 2024, the District's reported deferred outflows and inflows of resources related to the Plan were considered immaterial.

The following is the aggregate pension expense for the year ended June 30, 2024:

Interest cost	\$ 414,314
Expected return on assets	(246,003)
Amortization of liability gains and losses	(1,241,111)
Amortization of assumption changes	-
Amortization of investment gains and losses	19,717
Administrative expenses	24,011
	<u>\$ (1,029,072)</u>

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 6- RETIREMENT PLANS (continued)

The net pension liability at June 30, 2024 is as follows:

Interest on total pension liability	\$ 414,314
Liability (gain) loss	(1,241,111)
Assumption change	-
Benefit payments	<u>(1,029,098)</u>
Net change in total pension liability	(1,855,895)
Total pension liability at beginning of the year	<u>14,321,201</u>
Total pension liability at the end of the year	<u>\$ 12,465,306</u>

The fiduciary net position at June 30, 2024 is as follows:

Investment income (loss)	\$ 439,226
Employer contributions	2,000,000
Benefits paid	(1,029,098)
Administrative expenses	<u>(24,011)</u>
Net change in total pension liability	1,386,117
Total fiduciary net position at beginning of the year	<u>7,804,814</u>
Total fiduciary net position at the end of the year	<u>\$ 9,190,931</u>
District's net pension liability (total liability less net position)	<u>\$ 3,274,375</u>
Plan fiduciary net position as a % of the total liability	74%
Actuarially determined contributions	\$ 432,061
Actual contributions	<u>(2,000,000)</u>
Contribution (excess) deficiency	<u>\$ (1,567,939)</u>

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 6- RETIREMENT PLANS (continued)

The following table summarizes the actuarial assumptions used to determine net pension liability and plan fiduciary net position as of June 30, 2024:

Actuarial valuation date	June 30, 2024
Methods and assumptions	
Actuarial cost method	Unit credit (all benefits are fully accrued)
Amortization method	Straight line
Asset valuation	Market value of assets
Investment rate of return	3.00%
Inflation rate	2.00%
Projected salary increases	N/A
Mortality table	Pub-2010 Public Retirement Plans Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2021

Other disclosures about the non-contributory single employer defined benefit pension plan are as follows:

Description of the Plan: Effective March 2, 2000, the District began a single employer defined benefit plan. This plan became effective on that date with a plan year end of June 30. This plan guarantees participants with a specific lifetime benefit funded 100% by the District.

Benefits provided: Benefitted full and part-time employees were eligible per plan specifications. The retirement formula is based on a percentage of the employee's compensation in each calendar year. Credit for past service is given to benefitted full and part-time employees up through 2000, at the same retirement formula of the employee's compensation in each consecutive calendar year in which the employee completed 1,000 hours of service.

Employees covered by benefit terms: As of June 30, 2024, there are 169 participants in the plan, 74 deferred vested participants and 95 retired participants and beneficiaries. There are no participating employees.

Contributions: The recommended contribution for the 2024 plan year is \$432,061 (assuming contributions will be deposited throughout the plan year).

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2024

NOTE 6- RETIREMENT PLANS (continued)

Discount rate: The discount rate used to measure the total pension liability was 3.0%. In the previous valuation, the discount rate used to measure the total pension liability was also 3.0%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

Sensitivity of the net pension liability to changes in the discount rate: It is estimated that a 1% increase in the discount rate from 3.0% would decrease the net pension liability by approximately \$977,150 and a 1% decrease in the discount rate from 3.0% would increase the net pension liability by approximately \$1,137,020.

NOTE 7 - COMMITMENTS AND CONTINGENCIES

Litigation - The District may from time-to-time be involved in litigation and regulatory investigations, which arise in the normal course of doing business. After consultation with legal counsel, management estimates that matters existing as of June 30, 2024, will be resolved without material adverse effect on the District's future financial position, results from operations or cash flows.

JWT & Associates, LLP

Advisory Assurance Tax

1111 E. Herndon Avenue, Suite 211, Fresno, California 93720
Voice: (559) 431-7708 Fax: (559) 431-7685

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

The Contra Costa Board of Supervisors
West Contra Costa Healthcare District
Martinez, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the comptroller General of the United States, the financial statements of West Contra Costa Healthcare District (the District), which comprise the statement of net position as of June 30, 2024, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated November XX, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

JWT & Associates, LLP

Fresno, California

November XX, 2024

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West Contra Costa Healthcare District

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2024

I. Summary of Auditor's Results

Type of auditor's report issued:

Unmodified

Internal Control over financial reporting:

Material weakness identified?

yes

no

Significant deficiency(ies) identified that are not considered to be material weaknesses?

yes

no

Noncompliance material to financial statements noted?

yes

no

II. Current Year Audit Findings and Questioned Costs

Financial Statement Findings

None reported

III. Prior Year Audit Findings and Questioned Costs

None reported

Audited Financial Statements
and Supplemental Information

West Contra Costa Healthcare District
Successor Retirement Plan

June 30, 2024 and 2023

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JWT & Associates, LLP
Advisory Assurance Tax

West Contra Costa Healthcare District Successor Retirement Plan

Audited Financial Statements

June 30, 2024 and 2023

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JWT & Associates, LLP

Advisory Assurance Tax

1111 E. Herndon Avenue, Suite 211, Fresno, CA 93720

Voice: (559) 431-7708 Fax: (559) 431-7685

Independent Auditor's Report

To the Administrative Committee of
the West Contra Costa Healthcare District Successor Retirement Plan
San Pablo, California

Opinion

We have audited the accompanying financial statements of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), which comprise the statements of net assets available for benefits as of June 30, 2024 and 2023, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of the Plan as of June 30, 2024 and 2023, and the changes in its net assets available for benefits for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ABC Company Defined Benefit Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about ABC Company Defined Benefit Plan's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplemental Schedules Required by ERISA

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedules of Funding Progress and Contributions to the Plan for the years ended June 30, 2024 and 2023, are presented for purposes of additional analysis and are not a required part of the financial statements but are supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards.

In forming our opinion on the supplemental schedules, we evaluated whether the supplemental schedules, including their form and content, are presented in conformity with the Department of Labor’s Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion, the information in the accompanying schedules is fairly stated, in all material respects, in relation to the financial statements as a whole, and the form and content are presented in conformity with the Department of Labor’s Rules and Regulations for Reporting and Disclosure under ERISA.

Fresno, California
November XX, 2024

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West Contra Costa Healthcare District Successor Retirement Plan

Statement of Net Assets Available for Plan Benefits

June 30, 2024 and 2023

	2024	2023
Assets		
Cash and cash equivalents	\$ 39,979	\$ 32,746
Investments, at fair value		
Registered investment companies	9,190,931	7,804,814
Total investments	9,190,931	7,804,814
Total assets	9,230,910	7,837,560
Liabilities		
Other liabilities	39,979	32,746
Total liabilities	39,979	32,746
Net assets available for plan benefits	\$ 9,190,931	\$ 7,804,814

See accompanying notes to the financial statements

West Contra Costa Healthcare District Successor Retirement Plan

Statement of Changes in Net Assets Available for Plan Benefits

Years Ended June 30, 2024 and 2023

	2024	2023
Additions		
Investment income		
Interest and dividend income	\$ 439,227	\$ 266,615
Total investment income	439,227	266,615
Employer contributions	2,000,000	2,000,000
Total additions	2,439,227	2,266,615
Deductions		
Benefits distributed to participants	1,029,098	842,192
Administrative expenses	24,012	28,746
Total deductions	1,053,110	870,938
Net change in net assets	1,386,117	1,395,677
Net assets available for plan benefits at beginning of year	7,804,814	6,409,137
Net assets available for plan benefits at end of year	\$ 9,190,931	\$ 7,804,814

See accompanying notes to the financial statements

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 1 - DESCRIPTION OF THE PLAN

The following brief description of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan) is provided for general information only. Participants should refer to the Plan agreement for more complete information.

General

The Plan is a governmental plan as defined in section 414(d) of the Internal Revenue Code (IRC). The Plan was established on March 9, 2000 by the Plan Sponsor, West Contra Costa Healthcare District (the District), as a successor plan to the West Contra Costa Healthcare District Employees' Retirement Plan, which was terminated on that date. The Plan is intended to qualify as a defined benefit plan under section 401(a) of the IRC and is to be interpreted in a manner consistent with those requirements. The participants of the predecessor plan were given the option to receive immediate lump sum distributions of the present value of their benefits, to roll the benefits into an Individual Retirement Plan (IRA) or another plan, or to participate in a successor plan. During the year ended June 30, 2001, when the requested distributions were completed by the predecessor plan, the successor trust, which holds the assets of the successor plan, was funded. Periodic payments for that year were made by the predecessor plan. The amount of the funding was approximately 110% of the present value of the predecessor plan's liabilities. As of July 1, 2001, the successor plan assumed the predecessor plan's liabilities for the pension benefits of those participants who chose to take part in the successor plan and who made periodic payments.

Pension Benefits and Vesting

The Plan is to provide benefits on the same terms and in the same amounts as the predecessor plan.

The predecessor plan was frozen effective January 1, 1994. No participants accrued benefits on or after that date and each participant's benefit became fully vested and non-forfeitable on that date.

Employees with 5 or more years of service, or any employees of Brookside Hospital as of January 1, 1994, are entitled to annual pension benefits beginning at normal retirement, age 65, or as early as age 60, with full pension benefit. Plan members are entitled to a reduced benefit, if elected, at any time after age 50. Benefits are based on years of credited service and average earnings in the last three years of employment through the date that the predecessor plan was frozen and are offset by a portion of the vested employee's social security benefit.

Effective April 1, 1998, upon attaining his or her normal retirement date (age 65); whether or not he or she actually retires on that date, a participant shall be entitled to receive a monthly Single-Life Annuity.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 1 - DESCRIPTION OF THE PLAN (continued)

Contributions

The predecessor plan was frozen effective January 1, 1994 and, therefore, there would be no future employer contributions to the Plan, unless required to fund benefits that have already been accrued. The amount of employer contributions would be determined based on actuarial valuations and recommendations as to the amounts required to fund benefits. During the years ended June 30, 2024 and 2023, the plan sponsor made contributions to the plan totaling \$2,000,000 and \$2,000,000, respectively.

In the actuarial report dated May 10, 2001, it was recommended by the actuarial consultants that if, as of any future valuation date, Plan assets drop below the then actuarial present value of future benefits, that such difference be funded, with assumed interest, in level additional contributions to the Plan by the District over a period not longer than five years, depending in part on the Plan's projected liquidity needs. It was also recommended that actuarial valuations be performed approximately every twelve months.

As of the valuation dates of June 30, 2024 and 2023, Plan assets are less than the actuarial present value of future benefits by the amount of \$6,408,922 and \$7,794,571, respectively. This amount is amortized over five years using the 2024 assumptions. Based upon this method, the actuarial consultants recommend that a contribution of at least \$727,269 be made to the Plan for the 2024 plan year. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2024. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan at June 30, 2024 and 2023, is 74% and 55% respectively. The long-term stability of the plan remains in question without future cash contributions. Annual benefit payments are projected to continue to exceed annual expected investment returns. This will continue to put pressure on the viability of the plan to close the underfunding purely through investments.

Death Benefits

The Plan provides a death benefit to all participants. For participants who are fully vested and married at the time of death, their spouse will receive an annuity of 50% of the benefit the participant had accrued through the date of death, commencing when the participant would have reached age 50. If a participant is not married or does not have five years of vesting credit, the participant's named beneficiary shall receive a lump-sum death benefit of \$500 plus one month's salary for each year of service up to six months.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 1 - DESCRIPTION OF THE PLAN (continued)

Description of Vesting

Effective January 1, 1994, the Plan was frozen, and forfeitures were applied to reduce employer contributions up to that date. Each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Plan Administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Investment Valuation and Income Recognition

The Plan's investments are stated at fair value. All of the Portfolio Investments of the Collective Investment Trust are valued based on quoted market prices on the last business day of the Plan year. Net appreciation or depreciation in fair value of investments includes net unrealized and realized appreciation or depreciation for the year.

Security transactions are accounted for on the trade date, and the dividend income is recorded on the ex-dividend date. Interest income is recorded on an accrual basis. Costs used in determining gains (losses) on investment transactions are on the average cost basis.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Actuarial Present Value of Accumulated Plan Benefits

Accumulated plan benefits are those future periodic payments which are attributable under the Plan's provisions to the service employees have rendered. Accumulated plan benefits include benefits expected to be paid to (a) retired or terminated employees or their beneficiaries, (b) beneficiaries of employees who have died, and (c) present employees or their beneficiaries. Benefits under the Plan are based on employees' highest annual compensation during the employee's last three years of credited service. Benefits payable under all circumstances are included, to the extent they are deemed attributable, to employee service rendered, through the valuation date. The actuarial valuations are done using the beginning-of-the-year method. In the event of the termination of the Plan, the benefit obligation would be revalued as of the date of the termination and under different assumptions than those used to determine the actuarial present value of accumulated Plan benefits.

NOTE 3 – ACCUMULATED PLAN BENEFITS

The actuarial present value of accumulated plan benefits is determined by the Plan's consulting actuary, Findley. This amount results from applying actuarial assumptions to adjust the accumulated plan benefits to reflect the time value of money (through discounts for interest) and the probability of payment (by means of decrements such as for death, disability, withdrawal, or retirement) between the valuation date and the expected date of payment. For the periods ended June 30, 2024 and 2023, the actuarial methods and assumptions used were consistent with the prior year.

The more significant assumptions underlying the actuarial computations for the Plan year are as follows:

- Rate of investment return – 3.0%.
- Retirement Age - Normal retirement is age 65, full pension benefits are available at age 60, early retirement is available at reduced benefits (ages 50 to 59).
- Life expectancy of participants – Pub-2010 Public Retirement Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2021.

These actuarial assumptions are based on the presumption that the Plan will continue. If the Plan terminates, different actuarial assumptions and other factors might be applicable in determining the actuarial present value of accumulated plan benefits. The assumptions used consider the effect of the Plan's frozen status (as discussed in Note 1).

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 3 – ACCUMULATED PLAN BENEFITS (continued)

The actuarial present value of accumulated plan benefits as of June 30, 2024 and 2023, is as follows:

	2024	2023
Vested benefits		
Participants currently receiving payments	\$ 6,893,314	\$ 7,919,624
Other participants	5,571,992	6,401,577
Total vested benefits	12,465,306	14,321,201
Non-vested benefits	-	-
Total actuarial present value of accumulated plan benefits	\$ 12,465,306	\$ 14,321,201

Changes in the actuarial present value of accumulated plan benefits for the years ended June 30, 2024 and 2023 were as follows:

	2024	2023
Actuarial present value of accumulated plan benefits at beginning of plan year	\$ 14,321,201	\$ 14,451,913
Changes during the year attributable to:		
Decrease in discount period	(826,797)	711,481
Benefits paid	(1,029,098)	(842,193)
Change in assumptions	-	-
Net increase (decrease)	(1,855,895)	(130,712)
Actuarial present value of accumulated plan benefits at end of plan year	\$ 12,465,306	\$ 14,321,201

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 4 - INVESTMENTS

Benefit Trust Company (Benefit), corporate trustee of the Plan, holds the Plan's assets and executes transactions therein. Security transactions are made by the investment manager based on parameters established by the Board of Directors of the District.

The Plan assets are invested in products sold by Benefit. There was no realized or unrealized gain or loss on investment value for the years ended June 30, 2024 and 2023, as the Plan's investments are in money market backed stable value investments that do not fluctuate with the stock market. Investments at Benefit consist of the following at June 30, 2024 and 2023, stated at fair value:

	<u>2024</u>	<u>2023</u>
Registered investment companies		
Mutual funds - money market	\$ 9,190,931	\$ 7,804,814
	<u>\$ 9,190,931</u>	<u>\$ 7,804,814</u>

Due to the nature of the investment management services provided by Benefit, they qualify as a party-in-interest of the Plan. Fees paid by the Plan to Benefit for such services for the years ended June 30, 2024 and 2023 amounted to \$6,011 and \$5,746, respectively.

NOTE 5 – TAX STATUS

The predecessor plan obtained its latest determination letter on February 24, 2000, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code (IRC). Since the Successor Plan has replaced the predecessor plan, a new determination letter has not been obtained. However, since the plans are identical, the Plan sponsor's board of directors understands that the Plan, as currently designed and operated, is in compliance with the applicable requirements of the IRC. Therefore, no provision for income taxes has been included in the Plan's financial statements.

In accordance with guidance on accounting for uncertainty in income taxes, the plan administrator has evaluated the Plan's tax positions and does not believe the Plan has any uncertain tax positions that require disclosure or adjustment to the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 6 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the statement of net assets available for benefits.

In September 2024, an actuarial valuation was prepared for the purpose of determining contributions for the plan year beginning July 1, 2024. As of that date, plan assets are less than the actuarial present value of future benefits in the amount of \$3,274,375. In accordance with the Plan sponsor's policy the total unfunded liability would be amortized over the next five years. The actuarial recommendation was for the sponsor to contribute \$727,269 during the plan year ended June 30, 2024. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018, and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2024. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan increased during the plan year ended June 30, 2024 from 55% funded to 74% funded, but annual benefit payments are projected to continue to exceed the annual expected investment returns. The District is committed to making all necessary future cash contributions to fully fund the pension liability going forward. The District accelerated its required payments to the Plan per the bankruptcy agreement and fully funded the outstanding Plan unfunded liability at June 30, 2024 of \$3,274,375 in November 2024.

The District, the Plan's sponsor, has liabilities that exceed assets by \$32,593,456 at June 30, 2024 (audited), reported net income of \$9,301,978 for the year ended June 30, 2024 (audited), and has cash reserves of \$15,934,907. Based on a financial analysis by the District's management, they anticipated significant difficulties in continuing to meet on-going financial obligations related to their hospital operations and in April 2015 closed the hospital and ceased its operations. The District also filed for bankruptcy in October 2016. The District has sold all assets, is settling liabilities, and wrapping up all other administrative issues. The bankruptcy was closed in June 2021 and the District has and is complying with all agreed upon terms of the bankruptcy. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

Whether all participants receive their benefits will depend on the sufficiency, at the time, of the Plan's net assets to provide those benefits, the priority of those benefits to be paid, and the level and type of benefits guaranteed by the California Public Employment Retirement System (PERS) at that time. Some benefits may be fully or partially provided for by the then-existing assets and the PERS guaranty, while other benefits may not be provided at all.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 7 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through November XX, 2024, the date of the Independent Auditor's Report, which is the date the financial statements were available to be issued.

NOTE 8 - FAIR VALUE MEASUREMENTS

FASB ASC Topic 820, *Fair Value Measurements and Disclosures* (ASC 820) provides a framework for measuring fair value under U.S. generally accepted accounting principles. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The following provides a general description of the three levels of inputs that may be used to measure fair value under ASC 820:

Level 1 - Inputs to the valuation methodology are based on quoted prices available in active markets for identical assets or liabilities on the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology include significant inputs that are generally unobservable from objective sources. These inputs may be used with internally developed methodologies that result in management's best estimate of fair value including assumptions regarding risk. Level 3 instruments include those that may be more structured or otherwise tailored to the Plan's needs.

As required by ASC 820, financial assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The Plan's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2024 and 2023

NOTE 8 - FAIR VALUE MEASUREMENTS (continued)

The following is a description of the valuation methodologies used for assets measured at fair value.

Mutual funds are valued at the market value of shares held by the Plan at year-end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation method are appropriate and consistent with other market participants, the use of different methodologies for assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date. Assets measured at fair value as of June 30, 2024 and 2023 are as follows:

	2024			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 9,190,931	\$ -	\$ -	\$ 9,190,931
Investments at fair value	\$ 9,190,931	\$ -	\$ -	\$ 9,190,931
	2023			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 7,804,814	\$ -	\$ -	\$ 7,804,814
Investments at fair value	\$ 7,804,814	\$ -	\$ -	\$ 7,804,814

Required Supplemental Information

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West Contra Costa Healthcare District Successor Retirement Plan

Required Supplemental Information

Years Ended June 30, 2024 and 2023

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Underfunded (Overfunded) AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
June 30, 2024	\$ 9,080,698	\$ 12,465,306	\$ 3,384,608	73%	N/A	N/A
June 30, 2023	\$ 7,912,279	\$ 14,321,201	\$ 6,408,922	55%	N/A	N/A
June 30, 2022	\$ 6,657,342	\$ 14,451,913	\$ 7,794,571	46%	N/A	N/A
June 30, 2021	\$ 5,587,358	\$ 14,967,780	\$ 9,380,422	37%	N/A	N/A
June 30, 2020	\$ 4,245,167	\$ 15,161,340	\$ 10,916,173	28%	N/A	N/A

Schedule of Contributions to Plan

Year Ended	Annual Required Contribution (ARC)	Percentage of ARC Contributed
June 30, 2024	\$ 727,269	275%
June 30, 2023	\$ 799,917	250%
June 30, 2022	\$ 924,145	216%
June 30, 2021	\$ 1,009,390	198%
June 30, 2020	\$ 992,990	201%

Effective January 1, 1994, the Plan was frozen. Forfeitures were applied to reduce employer contributions up to January 1, 1994 when each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

West Contra Costa Healthcare District Successor Retirement Plan

Required Supplemental Information

June 30, 2024 and 2023

The information presented in the required supplemental schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	June 30, 2024	June 30, 2023
Actuarial cost method	Projected Unit Credit	Projected Unit Credit
Asset valuation method	Market value of assets	Market value of assets
Actuarial assumptions:		
Investment rate of return	3.00%	3.00%
Compensation increase rate	N/A	N/A
Inflation adjustment	2.00%	2.00%

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-123
C.81.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: CONTINUE EXTENSION OF EMERGENCY DECLARATION REGARDING HOMELESSNESS

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999 regarding the issue of homelessness in Contra Costa County.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

On November 16, 1999, the Board of Supervisors declared a local emergency, pursuant to the provisions of Government Code Section 8630 on homelessness in Contra Costa County. Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 60 days until the local emergency is terminated. The Board of Supervisors last reviewed and continued the emergency declaration on November 5, 2024.

With the continuing high number of homeless individuals and insufficient funding available to assist in sheltering all homeless individuals and families, the emergency situation still exists and it is, therefore, appropriate for the Board to continue the declaration of a local emergency regarding homelessness.

CONSEQUENCE OF NEGATIVE ACTION:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-163
C.82.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Kendra Carr & Peter Kim, Co-Directors Office of Racial Equity and Social Justice

Report Title: Add one Administrative Services Assistant III in the Office of Racial Equity and Social Justice

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Position Adjustment Resolution No. 26384 to add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$7,885.95 - \$9,585.43) in the Office of Racial Equity and Social Justice.

FISCAL IMPACT:

Upon approval, the position will be funded entirely by ongoing Measure X allocations in the Office of Racial Equity and Social Justice FY 2024-25 budget.

BACKGROUND:

This position will be core staff for the Office of Racial Equity and Social Justice and will support and perform administration work of the department. This position is on-going. The Administrative Services Assistant III will be responsible for administrative support activities and operations.

CONSEQUENCE OF NEGATIVE ACTION:

Without this position, department priority goals and core tasks will be significantly impacted and unmet due to lack of staff capacity. This position is critical to meeting the mandates and expectations of the Board of Supervisors, County Administrator's Office, County Departments, community partners, and County residents.

POSITION ADJUSTMENT REQUEST

NO. 26384
DATE 12/2/2024

Department Office of Racial Equity and Social Jus
Department No./ Budget Unit No. 0136 Org No. 0136 Agency No. 09
Action Requested: Add one (1) Administrative Services Assistant III (APTA) (represented) at salary plan and grade ZB5 1631 (\$7,885.95 - \$9,585.42) in the Office of Racial Equity and Social Justice.

Proposed Effective Date: 12/17/2025

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$167,656.00 Net County Cost \$167,656.00
Total this FY \$83,828.00 N.C.C. this FY \$83,828.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Measure X

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Peter Kim and Kendra Carr

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Emlyn Struthers

12/11/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/12/2024

Add one (1) Administrative Services Assistant III (APTA) (represented) position at salary plan and grade ZB5 1631 (\$7,885.95 - \$9,585.43) in the Office of Racial Equity and Social Justice.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.

[] (Date)

Angelica Tran

12/12/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [] DISAPPROVED []

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-08
C.83.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Ann Elliott, Human Resources Director

Report Title: ADOPT Resolution No. 2025- and ADOPT Personnel Resolution No. 26393 regarding Annual State of California Minimum Wage for Health Care Workers

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution No. 2025-XXX directing the Human Resources Director to reallocate and maintain job classifications on the Salary Schedule to be in alignment with annual State of California Minimum Wage for Health Care Workers per Senate Bill 525 in future years; and ADOPT Personnel Resolution No. 26393 authorizing the Human Resources Director to reallocate the classifications of Student Intern Level I (998A), plan and grade FS5/0101, from a 3-step salary range to a 1-step rate of \$3,650.165 and reallocate Student Intern Level II (998B) plan and grade FS5/0102 from a 5-step salary range to a 3-step salary range of \$3,650.165 - \$4,024.307.

FISCAL IMPACT:

On January 1, 2025, the State of California will increase the minimum wage for Health Care Workers to \$21.00 per hour. In 2026 the Health Care Worker minimum wage will increase to \$23.00 per hour. Future increases will be dependent on annual changes mandated by the State of California. Upon approval, the cost of these actions will be absorbed by the departments utilizing the impacted job classifications.

BACKGROUND:

Annually, Human Resources reviews all County job classifications to identify the impact of changes in the California minimum wage and make appropriate adjustments to be effective as of January 1 of the following calendar year. On October 13, 2023, the Governor approved Senate Bill No. 525 which adds a new type of minimum wage specific to Health Care Workers. The definition of Health Care Worker is very broad and is not limited to medical professionals, but also includes administrative support services, custodial, food service and the law even references gift shop workers as examples of covered employees. SB 525 further differentiates required effective dates and specific hourly rates. Contra Costa County is subject to the category of "Covered Health Care Facilities run by Medium Sized Counties (250,000 to five million people as of 1/1/23)." This determines the requirement to implement \$21/hour effective 01/01/2025 and \$23/hour effective 01/01/2026.

All Contra Costa Health job classifications were reviewed to determine whether the current rate of pay met the new required minimum. Student Intern Level I and Level II were the only job classifications with salary rates below the required \$21/hour for the 01/01/2025 effective date. The salary ranges for these two job

classifications will be modified to assure compliance. Incumbent employees in Student Intern Level I will be moved to Step 1 of the new range. Student Intern Level II incumbents at steps 1-3 will be moved to the new step 1 of the range and incumbents at current steps 4 and 5 will be placed at the closest salary rate above their current rate. Student Intern Levels III - V will continue the current practice of calculating up from the Level I salary rate. For all future changes, Human Resources is seeking approval to implement updates as they are provided by the State of California.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to make these changes will result in non-compliance with SB 525, the State of California Health Care Worker Minimum Wage laws and will impact the County's ability to recruit and retain its workforce due to its incapability to remain competitive with other employers within Contra Costa County and its surrounding areas.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF Directing the Human Resources Department to reallocate identified job classifications on the Salary Schedule to be in alignment with the annual State of California Minimum Wage for Health Care Workers per SB 525 in future years.

WHEREAS, the State of California has revised the State Minimum Wage for Health Care Workers, and

WHEREAS, in order to remain in line with the State Minimum Wage for Health Care Workers, identified classifications will be reallocated on the salary schedule to set the minimum salary at no less than the current State Minimum Wage for Health Care Workers as revisions are enacted.

NOW, THEREFORE, BE IT RESOLVED the Human Resources Department is authorized to reallocate the salary upward and maintain the salary ranges of existing and to-be-created job classifications to be in step with the State of California Minimum Wage for Health Care Workers.

If a Memorandum of Understanding provides for a general negotiated salary increase, the salary range is to be adjusted to the level it would have been as the result of the NSI as through the minimum wage adjustment has not occurred.

POSITION ADJUSTMENT REQUEST

NO. 26393
DATE 01/07/2025

Department All Departments
Action Requested: See Attached

Department No./
Budget Unit No. _____ Org No. _____ Agency No. _____

Proposed Effective Date: 01/01/2025

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY _____ N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Nicole Bilich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Christyne Robbins (for)

1/9/2025

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/7/2025

Reallocate Student Intern Level I (998A), plan and grade FS5/0101 from a 3 step salary range to a 1 step rate of \$3,650.165 and reallocate Student Intern Level II (998B) plan and grade FS5/0102 from a 5 step salary range to a 3 step salary range of \$3,650.165 – \$4,024.307 and reallocate the salaries of the associated incumbents as outlined in the attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: Day following Board Action.

01/01/2025(Date)

Nicole Bilich

01/07/2025

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/29/2025

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

Jason Chan

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

SB 525 - Health Care Worker Minimum Wage

Student Intern – Levels I – V New Salary Ranges & Employee Placement Instructions

Student Intern Level I - FS5/0101			
Step	Hourly	Monthly	Annual
1	21.05865	3650.165	43801.986000

Student Intern Level II - FS5/0102			
Step	Hourly	Monthly	Annual
1	21.05865	3650.165	43801.986000
2	22.11158	3832.674	45992.084000
3	23.21716	4024.307	48291.689000

Student Intern Level III - FS5/0103			
Step	Hourly	Monthly	Annual
1	24.37802	4225.523	50706.273000
2	25.59692	4436.799	53241.587000
3	26.87676	4658.639	55903.667000
4	28.2206	4891.571	58698.850000
5	29.63163	5136.149	61633.792000

Student Intern Level IV - FS5/0104			
Step	Hourly	Monthly	Annual
1	31.11321	5392.957	64715.483000
2	32.66887	5662.605	67951.258000
3	34.30232	5945.735	71348.821000
4	36.01743	6243.022	74916.263000
5	37.81831	6555.173	78662.076000

Student Intern Level V - FS5/0104			
Step	Hourly	Monthly	Annual
1	39.70922	6882.932	82595.180000
2	41.69468	7227.078	86724.939000
3	43.77942	7588.432	91061.185000
4	45.96839	7967.854	95614.245000
5	48.26681	8366.246	100394.956000

Incumbent employees in Student Intern Level I will be moved to Step 1 of the new range.

Student Intern Level II incumbents at steps 1-3 will be moved to the new step 1 of the range and incumbents at current steps 4 and 5 will be placed at the closest salary rate above their current rate.

Student Intern Levels III – V will continue the current practice of calculating up from the Level I salary rate.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-153
C.84.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Contract Extension with EKC Enterprises, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with EKC Enterprises, Inc. to extend the term through April 30, 2025, with no increase in payment limit, to continue to provide installation and maintenance of telecommunications cabling on an as-needed basis.

FISCAL IMPACT:

The cost of this contract is paid for by the Department of Information Technology and is reimbursed by departments or agencies receiving the services. 100% User Departments.

BACKGROUND:

The Department of Information Technology (DoIT) utilizes EKC Enterprises, Inc. (EKC) to provide installation and maintenance of telecommunications cabling on an as-needed basis. DoIT has used EKC to augment its permanent workforce to complete all requested projects in a timely manner, and adequately staff upcoming projects. The current contract has a total payment limit of \$2,600,000. Over the last year DoIT has worked with the Human Resources Department to recruit for the job classification of Telecommunications Infrastructure Specialist and has hired two (2) new full-time employees into the classification. Although the expanded team has reduced the need for temporary contracted services, they have not eliminated it entirely.

To comply with County purchasing policies and procedures, DoIT worked with Purchasing to issue a Request for Proposal (RFP) to solicit bids from companies who provide cabling and telecommunication services and are interested in partnering with Contra Costa County. RFP 2411-849 was issued on November 6, 2024. A pre-bid conference was held on November 20, 2024, and the bid closed on December 12, 2024. A Qualifications Evaluation Committee has been convened and is undertaking the task of evaluating each of the four (4) proposals received. Once the Evaluation Committee has a recommendation on a vendor or vendors, DoIT will begin the contract negotiation process and will return to the Board with a recommendation to approve a contract(s). County Labor Relations and Teamsters, Local 856 were notified of the initial contract, the previous extension through December 31, 2024, and the proposed extension through April 30, 2025; there have been no objections. An extension of the current contract with EKC Enterprises is requested to allow the Department and the RFP-selected vendor(s) time to finalize contract negotiations.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, DoIT will be unable to meet the current demands and customer services needs in a timely manner and cost-effective basis for telecommunications cabling requests and may be unable to maintain the County wide telecommunications network should an issue emerge requiring maintenance or installation of telecommunications cabling.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-154
C.85.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Purchase Order with Sirius Computer Solutions, LLC.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Chief Information Officer, to execute a purchase order with Sirius Computer Solutions, LLC (a CDW Company), an IBM reseller, for the purchase of IBM Service Extension for z/OS Software, subject to the terms and conditions of Sirius and the IBM Customer Agreement, in an amount not to exceed \$25,000, for the period of October 1, 2024, through September 30, 2025.

FISCAL IMPACT:

The cost of this product is included in the Department's FY 24-25 budget. 100% User Departments.

BACKGROUND:

The Department of Information Technology's (DOIT's) Technical Services Operations division, in conjunction with support from an outside vendor, maintains the County's IBM mainframe computer system, to ensure the reliability, availability, and performance of the mainframe infrastructure which are critical to the County's business operations. The IBM Service Extension for z/OS Software is a specialized offering by IBM that extends support and maintenance services for the specific z/OS (IBM's mainframe operating system) software utilized by the County. This extension is necessary as the standard support lifecycle for a z/OS software has ended, but the County still requires continued access to fixes, updates, and technical assistance to ensure stable and secure operation of the County's mainframe system. The key features of the IBM Service Extension for z/OS software are:

1. Extended Technical Support: Allows the County continued access to IBM's technical expertise and resources for troubleshooting and maintenance.
2. Critical Fixes and Updates: Provides access to essential patches and updates to address critical vulnerabilities or operational issues.
3. Stability and Compliance: Assists the County to maintain compliance with regulatory requirements and ensures uninterrupted operations of mission-critical applications running on z/OS.

Sirius's terms and conditions contain a limitation of Sirius's liability to the total compensation paid or payable to Sirius from the County under this agreement.

IBM's Customer Agreement contains a limitation of IBM's liability to the following:

- 1) Payments referred to in IBM's patent and copyright terms.
- 2) Bodily injury (including death), and damage to real property and tangible personal property.
- 3) The amount of any other actual loss or damage, up to greater of \$100,000 or the charges for the product or service that is the subject of the claim.

This purchase is being justified via sole source. Sirius has in-depth knowledge of the County's mainframe system, which provides continuity of service. The finalization of the purchase order was delayed after the initial October 1, 2024 effective date due to prolonged purchasing and legal review processes.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase is not approved, DOIT operations will not have the ability to maintain the County's mainframe computer system, which is critical to the County's business operations.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-155
C.86.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Purchase Order with General DataTech, L.P.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Chief Information Officer, to execute (1) a purchase order with General DataTech, L.P. (GDT) in the amount of \$900,000, and (2) for a Statement of Work and End User Agreement with Pure Storage, Inc. for the purchase and installation of Pure Storage server hardware and support, effective December 17, 2024.

FISCAL IMPACT:

General Fund - approved IT Project Funding for FY 24/25, Project "Enterprise Private Cloud."

BACKGROUND:

The Department of Information Technology (DOIT) Network Services team has identified 45 network servers that are outdated and no longer under maintenance or support, with ages ranging from 5 to over 10 years old. These servers are crucial for the County and various departments, but replacement parts and firmware upgrades are unavailable. Failure or compromise of these servers could cause significant outages. DOIT recommends replacing them with a Private Cloud infrastructure to consolidate and enhance the server environment, extending the lifecycle and reducing the risk of hardware failures.

The Pure Storage Flash Array is a hardware storage system designed to provide high-capacity, all-flash storage for enterprise environments, focusing on cost-effective, high-capacity storage for workloads like backups, archiving, and large-scale data storage.

This project will enable the County to provide a true enterprise platform for all County departments to utilize at a lower cost than replacing existing like-for-like server hardware. The result of which will provide an increased level of stability, reliability, enhanced data protection with data replication that minimizes the risk of data loss, uniform practice in server deployment, patching and maintenance. This will also reduce the amount of labor effort required to provide server/storage resources.

The purchase was competitively bid, with General DataTech, L.P. being awarded. The agreement with Pure Storage limits Pure Storage's liability to the amount paid by County in the 12 months preceding the claim. The limitation of liability excludes damages for bodily injury, death, willful misconduct, or infringement claims.

CONSEQUENCE OF NEGATIVE ACTION:

The consequence of not replacing outdated servers includes increased risk of hardware failures, leading to significant outages for critical county functions and departments. Additionally, the lack of available replacement parts and firmware updates means any server failure could result in prolonged downtime, compromising the County's operations and potentially causing data loss or security breaches.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-124
C.87.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: Purchase Order with BiblioCommons, Inc. through December 2025

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the County Librarian, or designee, to execute an order form with BiblioCommons, Inc., under the existing Master Services Agreement dated January 1, 2019, in an amount not to exceed \$228,482, to provide the Library's website subscription renewal, support and maintenance for the period of January 1, 2025, through December 31, 2025.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

On December 18, 2018, the Board of Supervisors approved the Library's Subscription Master Agreement with BiblioCommons, Inc., which provided the Library the ability to create a new website with a comprehensive Content Management System and Catalog Discovery Layer developed specifically for libraries. The Library's website includes its catalog and events calendar and is fully compatible with mobile devices. The software enables the Library to offer many improved online features such as natural language search, shareable booklists, the ability to virtually browse shelves, seamless integration and promotion of catalog content on the website and web content in the catalog.

On November 19, 2019, the Board of Supervisors approved an amendment with BiblioCommons, Inc., to address the integration of third-party technologies and to address the deployment of the BiblioCommons mobile applications, BiblioApps, in iOS and Android environments.

This Order Form is for the annual renewal of the subscription, support and maintenance. The renewal and added support cost for one year is \$228,481.74. The term is January 1, 2025, through December 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

Without ongoing maintenance, support, and technical assistance from BiblioCommons, Inc., patrons will be unable to access Library materials, and the Library Department will be unable to access data.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-125
C.88.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: : Purchase Order with Califa Group for Pro-Quest's O'Reilly for Public Libraries Subscription through January 31, 2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Califa Group, subject to the terms of the Clarivate Terms Master Client Agreement, in an amount not to exceed \$42,998 for the renewal of Pro-Quest's O'Reilly for Public Libraries subscription, for the period February 1, 2025, through January 31, 2026.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

ProQuest O'Reilly for Public Libraries is a digital platform that includes 50,000+ eBooks from 200+ publishers and 30,000 hours of video along with learning paths and case studies. The product connects library users to in-demand technology and business resources in a modern digital learning ecosystem. O'Reilly is an important tool in helping libraries serve the needs of patrons who are pivoting into new jobs, working to advance their careers, tuning into business and technology trends, or exploring new software in the changing employment and business landscape. ProQuest O'Reilly for Public Libraries offers libraries a deep discount through a group purchase made by Califa Group, the California Library Consortium, of which the Library Department is a member.

The terms and conditions include a limitation of liability provision capping liability at the amount of fees paid in the 12 months prior to the claim arising, approved by County Counsel.

CONSEQUENCE OF NEGATIVE ACTION:

If the Purchase Order is not approved, the Contra Costa County Library will not be able to provide patrons with this modern digital ecosystem to help with job pivots, career advancement and exploration.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-126
C.89.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: Purchase Order with Cleverbridge Inc. for Lansweeper Pro Subscription through October 21, 2027

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RESCIND Board Action of September 10, 2024, (C.14 8.), which pertained to authorizing a purchase order with Lansweeper, Inc.; and APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Cleverbridge Inc., subject to the Lansweeper Terms, in an amount not to exceed \$14,364.00 for the renewal of Lansweeper Pro subscription, for the period October 22, 2024, through October 21, 2027.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

The Library uses this software for asset tracking, troubleshooting network/computer issues and devices connected to the network. This product helps with the identification of devices on the network, tracking new and old devices and reports for asset management.

The Lansweeper Terms include an indemnification of Lansweeper for claims arising from an act or omission by the County, and a limitation of liability capping Cleverbridge's liability at the amount of fees paid per contract year.

CONSEQUENCE OF NEGATIVE ACTION:

If the Purchase Order is not approved, the Contra Costa County Library's IT operations will not be able to function as they have been, and library services to patrons will be impacted.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-127
C.90.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: Purchase Order with OrangeBoy, Inc. for Savannah Subscription Bundle through November 1, 2025

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with OrangeBoy, Inc., subject to the terms of their Terms and Conditions, in an amount not to exceed \$25,165 for the renewal of the Savannah subscription bundle, for the period November 1, 2024, through November 1, 2025.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

The Library has used and continues to use OrangeBoy, Inc. for its Savannah with SmartyCat platform. The Savannah with SmartyCat platform is a community engagement platform built exclusively for libraries, by libraries. It is a cloud-based platform backed by market leading analytics and a team of dedicated, experienced professionals that is designed exclusively to help the Library connect with its communities in new meaningful ways, and to help patrons connect to Library services.

The terms and conditions include a limitation of liability provision capping liability at the amount of fees paid in the 12 months prior to the claim arising and an indemnification provision from the County to OrangeBoy.

CONSEQUENCE OF NEGATIVE ACTION:

If the Purchase Order is not approved, the Contra Costa County Library will not have the support required to connect to the community, and for patrons to connect to Library services.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-128
C.91.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: Purchase Order with Assabet Interactive, LLC. for Meeting & Study Room Booking Module Subscription through December 31, 2025

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with Assabet Interactive, LLC., subject to the terms of their Assabet Interactive Software Services Agreement, in an amount not to exceed \$2,400 for the renewal of Meeting & Study Room Booking Module subscription, for the period January 1, 2025, through December 31, 2025.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

Library Department has and continues to use Assabet Interactive, LLC. to provide a platform that allows Library patrons and staff to reserve and utilize our spaces. This software increases the usage of our study rooms and conference rooms in branches while motivating patrons to book these spaces independently and empowering staff to more effectively mediate the room reservation process.

The Assabet Software Services Agreement includes indemnification from the County to Assabet.

CONSEQUENCE OF NEGATIVE ACTION:

If the Purchase Order is not approved, the Contra Costa County Library will not be able to provide an easily accessible room reservation system for patrons to independently reserve library rooms and spaces. Patrons will either need to visit library branches in person or otherwise contact library staff to reserve rooms.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-129
C.92.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Alison McKee, County Librarian

Report Title: Purchase Order with Rogue Services and Solutions, Inc. dba hubley for hubley GREEN through March 31, 2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a Purchase Order with Rogue Services and Solutions, Inc. dba hubley, subject to the terms of their Terms Included in the Customer Agreement with hubley, in an amount not to exceed \$19,884 for the renewal of hubley GREEN, for the period April 1, 2025, through March 31, 2026.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

Library Department has and continues to use Rogue Services and Solutions, LLC dba hubley for its intranet solutions. Hubley is an intranet solution with configurable webparts and modules built on Microsoft M365/SharePoint. Hubley covers corporate messaging, collaboration and engagement features and is what the Library uses for its intranet.

The terms and conditions include a limitation of liability provision capping liability at the amount of the order form with hubley and an indemnification provision from the County to hubley.

CONSEQUENCE OF NEGATIVE ACTION:

If the Purchase Order is not approved, the Contra Costa County Library's intranet will have limited communication, collaboration, and connection for its staff.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-130
C.93.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Office of Racial Equity and Social Justice

Report Title: Approval Request for the Office of Racial Equity and Social Justice's Community Celebration

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RATIFY approval for the Office of Racial Equity and Social Justice (ORESJ) to host a community celebration at Los Medanos College held December 4, 2024, with a total cost of \$17,957.35, pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities), Administrative Bulletin No. 614 (Food and Beverage Policy), the County Procurement Card Policy to allow the purchase of food and beverages for the event and retroactive approval of a rental agreement for the use of Los Medanos College District facilities, including full indemnification of the District by the County.

FISCAL IMPACT:

\$17,957.35; 100% Measure X. The ORESJ's community celebration costs for event consulting, cultural music performances, stage management, sound equipment rental, sound engineer services and the food and beverage purchases for 200 attendees, totaled \$9,577.35. Costs for simultaneous interpretation in five languages (American Sign Language, English, Mam, Mandarin and Spanish) totaled \$8,380.

BACKGROUND:

The Co-Directors of the Office of Racial Equity and Social Justice (ORESJ), Kendra Carr and Peter Kim, seek retroactive approval to host a County-sponsored event (pursuant to Administrative Bulletin # 114) and request a retroactive exemption to the County's Food and Beverage Policy (pursuant to Administrative Bulletin # 614) as well as the County Procurement Card Policy to allow the purchase of food and beverages for the ORESJ community celebration on December 4, 2024 at Los Medanos College.

The December 4, 2024 ORESJ community event brought together cross-sector stakeholders to celebrate the ORESJ's first year as Contra Costa County's newest department and included attendees representing the Board of Supervisors, other elected officials, County departments, local and regional system partners, community-based organizations, the faith-based community, philanthropy and education fields, and community members and residents. The attendees represented those who were instrumental in the initial advocacy efforts and establishment of the ORESJ, as well as other champions of equity and justice for the County's most vulnerable communities. Pursuant to the ORESJ mission, core values, and department goals, the ORESJ Co-Directors provided attendees with a public, transparent update about their learnings and accomplishments from the first

year, outlined plans and priorities for 2025, and solicited attendees’ feedback and insights about priority projects for 2025. As a part of the broader effort towards developing a countywide Language Justice Plan that improves and expands the County’s language access and inclusivity practices, the event included simultaneous interpretation in five languages (American Sign Language, English, Mam, Mandarin and Spanish), to ensure that a diverse group of County residents could engage fully with one another in dialogue and idea sharing.

Subsequent to the event, the President of Los Medanos College generously waived all fees associated with the event, including the room rental fee (\$2,000), parking fees for event attendees (\$600) and all Los Medanos College staffing costs (overtime hours for those who staff the Student Union, Campus Safety and Facilities). Additional generous support came from the staff of Stand Together Contra Costa, who provided in-kind event project management and planning support. Additional volunteers critical to the successful running of the event came from County agencies (Contra Costa Health and the Public Defender’s Office) and community-based organizations (DeafHope and Rubicon).

The event budget is as follows:

Vendor	Amount	Service Provided
Language Justice Interpreters	\$8,380	Language Interpreters (10 total): Mam (2), Spanish (2), Mandarin (2) and Deaf (2) and Hearing (2) ASL interpreters
Audiopharmacy	\$4,975	Event consulting, Cultural Music Performance, Stage Management
Oasis Entertainment	\$650	Sound Equipment Rental, Set-up, Break-down
La Fauna Music	\$500	Sound Engineer
Cocina Danzon	\$1,800	Food for 100 people
Mama's Lumpia	\$1,652.35	Food for 100 people
Total Event Budget	\$17,957.35	

In addition to requesting retroactive approval to host a County Sponsored Event, the ORESJ Co-Directors seek a retroactive exemption to the County’s Food and Beverage Policy and the Procurement Card Policy for the purchase of food. In addition, ratification of the Rental Agreement for use of the Los Medanos Community College District space is requested as part of this action. Such agreements typically require approval by the Public Works Director pursuant to County Ordinance Code section 1108-10.002 and, in this case, review of the County Counsel’s Office since the agreement includes full indemnification of the College District.

The event budget details a total expenditure of \$3,452.35 for food for 200 guests, which amounts to an expenditure of \$17.26/person. This expenditure rate is aligned with (and lower than) the meal and incidental expenses rates and guidelines of the US General Services Administration (US GSA). According to the US GSA, the per diem rate for meals in Pittsburg, CA ranges from \$22/person for breakfast to \$36/person for dinner.

CONSEQUENCE OF NEGATIVE ACTION:

The ORESJ’s December 4th Community Celebration event is currently out of compliance, due to the ORESJ’s

failure to request and secure prior approval to host a county-sponsored event and an exemption to the County's Food and Beverage Policy. The event will remain unapproved and out of compliance, compounding potential future internal and external audit findings.

ORESJ Community Celebration

Wednesday December 4, 2024, 5:30pm – 8pm

Los Medanos College, Pittsburg, CA

Event Budget

Vendor	Amount	Service Provided
Language Justice interpreters	\$8,380	Language Interpreters (10 total): Mam (2), Spanish (2), Mandarin (2) and Deaf (2) and Hearing (2) ASL interpreters
Audiopharmacy	\$4,975	Event consulting, Cultural Music Performance, Stage Management
Oasis Entertainment	\$650	Sound Equipment Rental, Set-up, Break-down
La Fauna Music	\$500	Sound Engineer
Cocina Danzon	\$1,800	Food for 100 people
Mama's Lumpia	\$1,652.35	Food for 100 people
Total Event Budget	\$17,957.35	

County and Non-County Sponsored Events Participation

County Sponsored Event Non-County Sponsored Event

Department: Office of Racial Equity and Social Justice

EVENT/ACTIVITY: ORESJ Community Celebration

Sponsor/Organizer: Office of Racial Equity and Social Justice

Description: ORESJ launch celebration and community input session

Purpose and Benefit to County: Pursuant to the ORESJ mission and goals, the ORESJ Co-Directors provided a public, transparent update about first year accomplishments, outlined plans and priorities for 2025, and received community feedback about their pressing equity needs and priorities.

Date(s): December 4, 2024

Duration: 5:30pm - 8pm

Location: Los Medanos College, Pittsburg, CA

County Resources Requested:

of Employees N/A Estimated Cost: \$

County/Rental Equipment Used N/A

(Including vehicles)

Estimated Cost: \$

Additional Expenditures: Estimated Cost: \$ 17,957.35
(Attach itemized list)

Multilingual language interpretation, event management, set up, clean up, catered dinner

Total Estimated Cost: \$ 17,957.35

Funding Source(s)/Reasons: General Fund

I certify this to be an event/activity that benefits the County and all estimated costs to be paid by County funds, regardless of funding source, are within my departments budget.

K. Carr

December 16, 2024

(Department Head or Designee)

(Date)

APPROVAL FOR NON-COUNTY EVENTS

LESS THAN \$2,500

County Administrator

- Approved
 Not Approved

County Administrator Date

ABOVE \$2,500

Board of Supervisors

- Approved
 Not Approved

Authorized Signature Date

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

#

500 Court Street, Martinez California 94553
(925) 229-1000

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, CA 94806
(510) 235-7800
www.contracosta.edu

DIABLO VALLEY COLLEGE

321 Golf Club Road
Pleasant Hill, CA 94523
(925) 685-1230
www.dvc.edu

LOS MEDANOS COLLEGE

2700 East Leland Road
Pittsburg, CA 94565
(925) 798-3500, (925) 439-2181
www.losmedanos.edu

APPLICATION FOR USE OF COLLEGE FACILITIES

I hereby make application for use of District facilities on behalf of the below named organization.

Name of Organization Contra Costa County Office of Racial Equity and Social Justice
Address of Authorized Agent 1026 Escobar Street, Suite 2B, Martinez, CA 94553
Telephone Number/Email 925.655.4641, peter.kim@oresj.cccounty.us
Person in charge (if different from above) Peter Kim

TYPE OF ORGANIZATION

Religious
Community Non-profit
Community Serv. Contractor X
Private

Purpose of Meeting Community Celebration and Year One Update

Will an admission charge or collection of funds of any type be made as prerequisite to participation?

Yes No X

If "Yes", what will the proceeds be used for?

Amount per person \$

Table with 4 columns: DATES DESIRED, HOURS (FROM, TO), FACILITIES REQUESTED LOCATION/BUILDING, ROOM. Row 1: Wednesday, December 4, 2024, 3:00PM-9:00PM, Large Event Room at LMC, SU106, 108 & 109

Number of Chairs ~200 Number of Tables ~25 Expected Attendance ~200

SPECIAL SERVICES OR EQUIPMENT. Complete the schedule of fees form (Business Procedure 6.03 Exhibit A or B) if special services and/or equipment are needed. If special services and/or equipment are needed for persons with disabilities, please attach requests to the schedule of fees on a separate piece of paper.

I understand that the use of college facilities must be in accordance with the rules and regulations of the Governing Board of the Contra Costa Community College District including possibility of cancellation should the facilities be needed for the educational program. I further understand that in connection with the use of the facilities the organization named above is to pay the contra Costa Community College District as stipulated.

The above named organization and its members shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the organization's occupancy of the facilities or premises, and for which the District might be held liable. The organization shall defend, save harmless and indemnify the District and its officers, agents and employees against all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the organization's use of District facilities or equipment provided under this agreement resulting from the conduct, negligent or otherwise, of the organization, its agents or employees or their guests.

The County Assessor of Contra Costa County has invoked a possessory interest tax on all rentals of and other possessory interests in DISTRICT and other publicly -owned properties. This tax is mandatory by law and is levied on the Organization and not the property. (California Revenue and Taxation Code § 107 et seq.) ORGANIZATION recognizes and understands that in accepting this rental agreement that his or her interest may be subject to a possible possessory interest tax that the County Assessor may legally impose on such possessory interest held by the ORGANIZATION, that such tax payment shall not reduce any rent due the DISTRICT, and that such tax shall be the liability of and be paid by the ORGANIZATION.

Peter Kim
Signature of Authorized Agent

Digitally signed by Peter Kim
Date: 2024.10.17 18:35:48 -07'00'

11/6/24
Date

An approved application is the permit to use the named facilities. The organization's representative in charge should bring the permit to each scheduled use.

FOR COLLEGE USE ONLY

Charges as indicated on the attached listing
Cancellation of approved applications should be made at least 48 hours prior to the scheduled use. Use of facilities charges will be invoiced if this notice is not provided.

Payment: in advance by (date) Or within seven (7) days of receipt of invoice
Certificate of insurance naming the District as an additional insured in the amount of (at least) \$1,000,000.00 is on file with the college. Certificate of insurance waived

X APPROVED DISAPPROVED

Signature of college President or Authorized Representative Date

**County Administrator
Risk Management Department**

2530 Arnold Drive, Suite 140
Martinez, California 94553

Contra Costa County

Risk Management
Administration (925) 335-1400
Fax Number (925) 335-1497



October 11, 2024

Los Medanos College
2700 East Leland Road
Pittsburg CA 94565

Re: Use of the Large Event Room SU108 by the Office of Racial Equity and Social Justice for a Community Celebration and Year One Update on December 4, 2024

To Whom It May Concern:

The County of Contra Costa has a comprehensive self-insurance program to cover its general, automobile, and professional liability exposure, as well as its obligations under the Workers' Compensation laws of California.

The County's self-insurance program provides for the legal defense of officials, employees, and volunteers pursuant to government Code Section 825 and for the payment of all sums that the County is obligated to pay by reason of liability imposed by law and arising from acts or failures to act, excepting punitive damages. This protection covers services performed by officers, employees, and volunteers within the scope of their official duties in accordance with the conditions of their employment or service.

The self-insurance program is funded to provide payment of claims. The County also has excess reinsurance with Public Risk Innovations, Solutions, and Management (PRISM) formerly CSAC Excess Insurance Authority.

Sincerely,

DocuSigned by:
Karen Caoile

60A568A26BEC434...

Karen Caoile
Director of Risk Management

cc: L Williams, Office of the Public Defender

COUNTY OF CONTRA COSTA CERTIFICATE OF SELF-INSURANCE

Risk Management Department, 2530 Arnold Drive, Suite 140, Martinez, California 94553

Coverages: This is to certify that the County of Contra Costa is self-insured for the following coverages:

Type of Coverage	Self-Insured Limit
General Liability: Personal Injury, Property Damage, Errors and Omissions	\$1,000,000
Professional Liability:	\$1,000,000
Workers' Compensation:	\$ 750,000
Automobile Liability: Vehicles Owned, Non-Owned & Hired	\$1,000,000

Terms, Conditions and Special Items:

Re: Use of Los Medanos College Large Event Room SU108 by the Office of Racial Equity and Social Justice for a Community Celebration and Year One Update on December 4, 2024

The following coverage is in effect and is provided through participation in a risk sharing joint powers authority: comprehensive general and automobile liability as defined in the Memorandum of Coverage on file with the entity and which will be made available upon request.

The coverage being provided is limited to the activity and the time period indicated herein and is subject to all the terms, conditions and exclusions of the Memorandum of Coverage. This coverage does not have an annual aggregate.

Coverage is in effect at this time and will not be cancelled, limited or allowed to expire at a date other than the indicated herein except upon 30 days written notice to the certificate holder.

Additional Covered Party: The Contra Costa Community College District is named as an additional covered party on Contra Costa County's Self-Insurance Liability Program but only with respect to the above.

Date Issued: 10/11/2024
Expiration Date: 07/01/2025

DocuSigned by:
Karen Caoile
60A568A26BEC434...

Karen Caoile
Director of Risk Management

SCHEDULE OF FEES – USE OF FACILITIES FOR FAIR RENTAL VALUE

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	36.00
<input type="checkbox"/> Conference Room.....	36.00
<input type="checkbox"/> Laboratory.....	233.00
<input type="checkbox"/> Computer Lab.....	216.00
<input checked="" type="checkbox"/> Large Event Room (1).....	263.00
<input type="checkbox"/> Lecture Hall/Forum.....	233.00
<input type="checkbox"/> Performing Arts Center (2).....	288.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	90.00
<input type="checkbox"/> Recital Hall (3).....	56.00
<input type="checkbox"/> Restaurant/Dining Hall.....	108.00
<input type="checkbox"/> T.V. Studio.....	82.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	205.00
<input type="checkbox"/> Entire Gymnasium and seating.....	251.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	82.00
<input type="checkbox"/> Wrestling Room.....	82.00
<input type="checkbox"/> Dance Studio.....	44.00
<input type="checkbox"/> Weight Room.....	58.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	350.00
<input type="checkbox"/> Pool with Lights.....	450.00
<input type="checkbox"/> Small Pool.....	66.00
<input type="checkbox"/> Football Field.....	350.00
<input type="checkbox"/> Football Field with Lights.....	450.00
<input type="checkbox"/> Track.....	104.00
<input type="checkbox"/> Track with Lights.....	173.00
<input type="checkbox"/> Baseball Field.....	150.00
<input type="checkbox"/> Softball Field.....	150.00
<input type="checkbox"/> Tennis Court (per Court).....	25.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	318.00
<input type="checkbox"/> Other Athletic Field (4).....	150.00
<input type="checkbox"/> Concession Stand.....	33.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	44.00
<input type="checkbox"/> Amphitheater or Quad.....	82.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	100.00

*One to four hours a day. Hours in excess of four will cost 50% of the above rate. Includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

(1) Includes Fireside Building at Contra Costa College, Diablo Room at Diablo Valley College, and Student Center at Los Medanos College

(2) Knox Center at Contra Costa College

(3) Includes Music Studio at Contra Costa College

(4) Includes Batting Practice Room at Contra Costa College and soccer field at Diablo Valley College

Special Equipment Fee	Per Use
<input type="checkbox"/> Film Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Slide Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> VCR Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> SMART Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Computer.....	29.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	29.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	58.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input checked="" type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input checked="" type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input checked="" type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

Questions concerning fees to be charged should be directed to: Mika Mobley (925)473-7363
Name Telephone

LOS MEDANOS
COLLEGE

Event by County 12/04/2024

ESTIMATED FACILITY COSTS

Wednesday, December 4, 2024
5:30pm – 7:30pm (2 hours)

Student Union Conference Rooms 106 & 108 & 109

\$263.00/hr. x 3 Rooms x 2 hours

\$ 1,578.00

TOTAL ESTIMATED FACILITY COSTS**

\$ 1,578.00

ESTIMATED LABOR COSTS

**** resources are assigned for 6 hours (3 pm to 9 pm)**

Police Services

NA (no need)

Campus Facilities (set-up)

\$ 400.00

Custodial

NA (covered hours)

Grounds Worker

NA (no need)

Media Services

\$ 450.00

Event Supervisor – Sheri Woltz

\$ 400.00

TOTAL ESTIMATED LABOR COSTS

\$ 1,250.00

TOTAL ESTIMATED COSTS \$2,828.00

This is an estimate, actual pricing may vary.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-131
C.94.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Office of Racial Equity and Social Justice

Report Title: Authorize Contract with the East Bay Community Foundation for Management and Monitoring of Service Contracts for African-American Holistic Wellness and Support

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Office of Racial Equity and Social Justice (ORESJ) Co-Directors, or designee, to execute a contract with the East Bay Community Foundation in an amount not to exceed \$120,000 to administer the management and monitoring of \$880,000 in FY23-24 Measure X funds for service contracts to increase African-American holistic wellness and support in Contra Costa County for the period of January 15, 2025 through March 31, 2026, as recommended by the Equity Committee, subject to approval by approval as to form by County Counsel (100% Measure X Funds).

FISCAL IMPACT:

\$120,000 of Measure X one-time funds will be used for this contract. Funds have been previously allocated for the purpose of supporting existing community services for African-American holistic wellness resources.

BACKGROUND:

On December 12, 2023, the Board of Supervisors directed that \$1,000,000 in one-time Measure X funds be allocated for the purpose of supporting the “African American Holistic Wellness Resource Hub and existing services” in Contra Costa County, in alignment with recommendations from the Measure X Community Advisory Board. The activities supported through this funding will help inform the possibilities for what will be housed within the African American Holistic Wellness and Resource Hub in Contra Costa County.

At the January 22, 2024 meeting, the Equity Committee directed ORESJ Co-Directors to prepare a proposal for distributing the \$1 million allocation for existing services for African American wellness. The ORESJ Co-Directors first presented a proposal at the February 20, 2024 Equity Committee meeting, which included partnering with a local community foundation with extensive experience supporting Black-led and Black-serving organizations to serve as a contracted agency tasked with overseeing and carrying out procurement, selection, and fund distribution responsibilities. These services would include a community and resident participatory process that includes review of applications and recommendation of awardees (for Board of Supervisors approval), as well as monitoring progress and assessing outcomes.

At the June 4, 2024 meeting, the Board of Supervisors approved and authorized the ORESJ Co-Directors to release a Request for Qualifications (RFQ) to solicit the partnership of a community foundation to administer the procurement, management, and monitoring of \$1,000,000 in FY 23-24 Measure X funds for service

contracts to increase African-American holistic wellness and support in Contra Costa County. That RFQ was released on June 5, 2024 and Statements of Qualifications were due on June 21, 2024. No applications were submitted.

A second, scaled-down RFQ was released on August 26, 2024 and Statements of Qualifications were due on October 4, 2024. This new solicitation required that the community foundation administer service contracts, including contract negotiation, program monitoring and fund distribution responsibilities; however, procurement and selection responsibilities were to be held by ORESJ. Five applications were received by the deadline.

The five applications were reviewed and scored by a five-member review panel convened by ORESJ, who recommended that The East Bay Community Foundation be selected. At the October 21, 2024 meeting, the Equity Committee affirmed the ORESJ's recommendation of The East Bay Community Foundation as the partner to administer the management and monitoring of \$1,000,000 in FY 23-24 Measure X funds for service contracts to increase African-American holistic wellness. The foundation's administrative fees for distributing the allocated Measure X funds will not exceed \$120,000, resulting in \$880,000 of Measure X funds to be distributed to community-based organizations which have not yet been selected.

The contract will provide monitoring, oversight, and support to service provider organizations that are contracted to provide African-American holistic wellness and support services. The service provider organization contractors are to be selected by the County. Approval of this contract would allow ORESJ and The East Bay Community Foundation to administer the grant program and provide necessary monitoring, and oversight services to increase African-American holistic wellness services.

CONSEQUENCE OF NEGATIVE ACTION:

No action will be taken to distribute the \$1 million Measure X one-time allocation to support existing services for African-American wellness.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-132
C.95.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Esa Ehmen-Krause, County Probation Officer

Report Title: Purchase One Sprinter Van for Post-Release Community Supervision Unit

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE Budget Amendment No. BDA-24-00767 authorizing the transfer of appropriations in the amount of \$108,931 from Probation Programs (0308) to Public Works - Fleet Operations (0063) for the purchase of one sprinter van for Post-Release Community Supervision.

FISCAL IMPACT:

This action increases revenue in Public Works - Fleet Operations (0063) and reduces appropriations by \$108,931 in Probation Programs (0308). The purchase of these vehicles will be funded by Assembly Bill 109 (AB 109) Public Safety Realignment funds.

BACKGROUND:

In 2011, the California Legislature passed public safety legislation AB109 that shifted responsibility of certain populations of offenders from the State to the County. AB 109 established the California Public Safety Realignment Act of 2011 which allows for non-violent, non-serious, non-sex offenders to be supervised at the local county level opposed to state parole offices. Those sentenced to local commitments for crimes that would have previously resulted in prison sentences are released from jail and placed on Mandatory Supervision, supervised by the Probation Department. The goal is to ensure Post Release Community Supervision (PRCS) clients have the best possible chance to avoid further negative contact with the justice system.

The Probation Department is using a portion of AB 109 funds to purchase one sprinter van to serve as a mobile office. Transportation continues to be a barrier for many probation clients that are reentering the community. Mobile Probation Offices allow the Probation Department to connect and deliver critical services to our high-risk vulnerable clients in an effort to prevent recidivism and enhance community safety. The ability to deliver treatment classes in the community will allow the Probation Department to reach clients that are often unable to attend classes due to transportation and financial barriers.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, appropriations will not be properly allocated and the department will be unable to purchase a

sprinter van. Further, the department will not be able to utilize a mobile service delivery model to facilitate treatment classes in the community.

View Budget Amendment: Budget
 Amendment: FY 2024-25 - Operating Budget
 on 10/24/2024 : BDA-24-00767

Company Contra Costa County
Budget Template Operating Budget : FY 2024-25 Operating Budget
Budget FY 2024-25 Operating Budget
Organizing Dimension Type
Amendment ID BDA-24-00767
Amendment Date 10/24/2024
Description Purchase one sprinter van for PRCS
Amendment Type Appropriation / Estimated Revenue Adjustment
Balanced Amendment Yes
Entry Type Mid-Year Adjustments
Status In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	Home Organization	*Cost Center	*Fund	Debit Amount	Credit Amount	Memo	Exceptions
FY 2024-25 Year (FY 2024-25 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	3000 ADMINISTRATION (Home Org)	4284 VEHICLE REPLACEMENT	150100 FLEET ISF	\$0.00	\$108,931.00		Warning : - Home Org on Budget Line Not Equal Initiator's Home Org
FY 2024-25 Year (FY 2024-25 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	3000 ADMINISTRATION (Home Org)	3085 AB109- PROBATION	100300 GENERA L	\$108,931.00	\$0.00		Warning : - Home Org on Budget Line Not Equal Initiator's Home Org
FY 2024-25 Year (FY 2024-25 Operating Budget)	4953:AUTOS & TRUCKS	3000 ADMINISTRATION (Home Org)	3085 AB109- PROBATION	100300 GENERA L	\$0.00	\$108,931.00		Warning : - Home Org on Budget Line Not Equal Initiator's Home Org
FY 2024-25 Year (FY 2024-25 Operating Budget)	4953:AUTOS & TRUCKS	3000 ADMINISTRATION (Home Org)	4284 VEHICLE REPLACEMENT	150100 FLEET ISF	\$108,931.00	\$0.00		Warning : - Home Org on Budget Line Not Equal Initiator's Home Org

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	10/24/2024 11:44:26 AM	10/25/2024	Christabel De Dios	1	
Budget Amendment Event	Review Budget Amendment	Not Required		10/25/2024		0	

View Budget Amendment: Budget
 Amendment: FY 2024-25 - Operating Budget
 on 10/24/2024 : BDA-24-00767

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Department Approver – Budget Amendment	Approved	12/09/2024 11:01:10 AM		Sarah Shkidt (Department Approver – Budget Amendment)	1	
Budget Amendment Event	Review Budget Amendment	Awaiting Action		10/25/2024	Analiza Pinlac (Budget Specialist (Auditor Office))	3	
					Xia Zhang (Budget Specialist (Auditor Office))		
					Yesenia Campos (Budget Specialist (Auditor Office))		



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 2025-06
C.96.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Approve and Authorize to fully close a portion of Arlington Court on January 16, 2025, from 7:00 a.m. through 5:00 p.m., for the purpose of an utility pole replacement, Kensington area.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution approving and authorizing the Public Works Director, or designee, to fully close a portion of Arlington Court, between Arlington Avenue and Norwood Avenue, on January 16, 2025, from 7:00 a.m. through 5:00 p.m., for the purpose of a utility pole replacement, Kensington area. (District I)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Due to the narrow road width of Arlington Court at the work site, Pacific Gas & Electric Company (PG&E) has requested the road closure to replace the existing utility pole. PG&E shall follow guidelines set forth by the Public Works Department.

CONSEQUENCE OF NEGATIVE ACTION:

Pacific Gas and Electric Company will be unable to close the road to complete planned utility pole replacement.

c: Kellen O'Connor-Engineering Services, Bob Hendry-Engineering Services, Marke Smith-Engineering Services, Devon Patel-Engineering Services, Chris Lau-Maintenance, Brian Lande, Kensington Police Department

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to fully close a portion of Arlington Court, between Arlington Avenue and Norwood Avenue, on January 16, 2025, from 7:00 a.m. through 5:00 p.m., for the purpose of a utility pole replacement, Kensington area. (District I)

RC24-62

NOW, THEREFORE, BE IT RESOLVED that permission is granted to Pacific Gas & Electric Company to fully close Arlington Court, between Arlington Avenue and Norwood Avenue, except for emergency traffic, local residents, US Postal Service and garbage trucks, on January 16, 2025, for the period of 7:00 a.m. through 5:00 a.m., subject to the following conditions:

1. Traffic will be detoured via roads identified in a traffic control plan, reviewed by the Public Works Department. Emergency vehicles, residents within the construction area and essential services will be allowed access as required.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Pacific Gas & Electric Company shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Kensington Police Department, and the Kensington Fire Protection District.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-133
C.97.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: ADOPT Traffic Resolution No. 2025/4545 to prohibit stopping, standing, or parking between 7:00 a.m. and 4:00 p.m. (school days), on a portion of Hemme Avenue, Alamo area.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RESCIND Traffic Resolutions 2000/3955 and 2009/4283, and ADOPT Traffic Resolution No. 2025/4545 to prohibit stopping, standing, or parking between 7:00 a.m. and 4:00 p.m. (on school days only), on the north side of Hemme Avenue (Road No. 4337E), beginning at a point 90 feet west of the west curb line of Danville Boulevard (Road No. 5301A) and extending westerly a distance of 100 feet; thence on the north side of Hemme Avenue (Road No. 4337A), beginning at a point 310 feet west of the west curb line of Danville Boulevard (Road No. 5301A) and extending westerly a distance of 170 feet, as recommended by the Public Works Director, Alamo area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Transportation Engineering Division was forwarded a request by the Crossing Guard for Rancho Romero Elementary School, to modify the existing restricted timed parking that was previously approved by the Board of Supervisors on June 20, 2000, and March 31, 2009. Since approved, the nearby Elementary School has adjusted its release times on certain days, which do not align with the parking restrictions. The resulting window of allowed parking on “minimum days” make it difficult for the ingress and egress of vehicles on Hemme Avenue, due to the narrow width of the roadway.

The Transportation Engineering Division therefore recommends adopting this resolution, allowing updated restricted parking signs indicating “No Parking” between the hours of 7 a.m. to 4 p.m. (on school days) to be posted.

CONSEQUENCE OF NEGATIVE ACTION:

Existing timed parking restrictions (8:00 a.m. to 9:30 a.m., and 1:30 p.m. to 3:30 p.m. school days only and 7:00 a.m. to 12 p.m., and 2:00 p.m. to 4:00 p.m. school days) will remain.

cc: **ORIGINAL WET SEAL to Public Works (TE)**
California Highway Patrol
Sheriff's Dept.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Traffic Resolution on January 14, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TRAFFIC RESOLUTION NO. 2025/4545
Supervisorial District II

SUBJECT: Prohibit stopping, standing, or parking between 7:00 a.m. and 4:00 p.m. (school days), on a portion of Hemme Avenue (Road No. 4337E), Alamo area.

The Contra Costa Board of Supervisors RESOLVES that:

Based on recommendations by the County Public Works Department's Transportation Engineering Division, and pursuant to County Ordinance Code Sections 46-2.002 - 46-2.012, the following traffic regulation is established (and other action taken, as indicated):

Pursuant to Section 22507 of the California Vehicle Code, stopping, standing, or parking is hereby declared to be prohibited between the hours of 7:00 a.m. and 4:00 p.m. (on school days only), on the north side of Hemme Avenue (Road No. 4337E), Alamo area, beginning at a point 90 feet west of the west curb line of Danville Boulevard (Road No. 5301A) and extending westerly a distance of 100 feet; thence on the north side of Hemme Avenue (Road No. 4337A), beginning at a point 310 feet west of the west curb line of Danville Boulevard (Road No. 5301A) and extending westerly a distance of 170 feet.

Traffic Resolutions 2000/3955 and 2009/4283, pertaining to timed restricted parking on Hemme Avenue (Road No. 4337E), are hereby rescinded.

I hereby certify that this is a true and correct Copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: _____
Monica Nino, Clerk of the Board of Supervisors and County Administrator

MS:cp

By _____, Deputy

Orig. Dept: Public Works (Traffic)
Contact: Monish Sen, 313-2187

cc: California Highway Patrol
Sheriff Department



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-134
C.98.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Funding Agreement between Contra Costa County and the East Bay Regional Park District for the Clark Road Resurfacing Project, El Sobrante area.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Funding Agreement (Agreement) between Contra Costa County and the East Bay Regional Park District (EBRPD) for the design and construction of the Clark Road Resurfacing Project, a component of the 2025 Countywide Surface Treatment Project (Project No. 0672-6U2032), El Sobrante area. (District I)

FISCAL IMPACT:

33% East Bay Regional Park District Funds and 67% Local Road Funds

BACKGROUND:

Clark Road between the City of Richmond limits to approximately 85 feet north of Jana Vista Road leads to the Wildcat Canyon Community School and an entrance to the EBRPD's Clark-Boas Trailhead. Although the road serves these community features, the road was never accepted as a public facility and is not part of the County road network. The road surface has deteriorated and both EBRPD and the County desire to improve the condition of the road. The Agreement conditions the EBRPD to contribute funding towards the County's Clark Road Resurfacing Project and in exchange, the Agreement conditions the County to accept the road as a public facility. The County's acceptance of the road will be a separate action pending further research and review by Public Works staff. In November 2024, the Public Works Department coordinated with the EBRPD to finalize the terms of the Agreement and County Counsel approved the Agreement as to form.

CONSEQUENCE OF NEGATIVE ACTION:

If the Public Works Department is not authorized to execute the Agreement, the design and construction of the project will be delayed and funding will not be available for the project.

**FUNDING AGREEMENT
BETWEEN THE EAST BAY REGIONAL PARK DISTRICT
AND CONTRA COSTA COUNTY
FOR THE CLARK ROAD RESURFACING PROJECT
IN EL SOBRANTE, CA**

This Funding Agreement, hereinafter referred to as "AGREEMENT", is made and entered into on the ____ day of _____, 2025 ("EFFECTIVE DATE"), by and between the East Bay Regional Park District, hereinafter referred to as "EBRPD," and Contra Costa County, hereinafter referred to as "COUNTY". EBRPD and COUNTY are sometimes referred to herein together as the "Parties" and each as a "Party."

RECITALS

- A. WHEREAS, the COUNTY and EBRPD desire to improve the condition of the road surface of Clark Road in the El Sobrante area of unincorporated Contra Costa County between the City of Richmond limits and approximately 85 feet north of Jana Vista Road.
- B. WHEREAS, EBRPD has expressed willingness to contribute funds towards improving the road surface of Clark Road as a one-time contribution.
- C. WHEREAS, COUNTY has expressed willingness to accept Clark Road as a public facility.
- D. WHEREAS, the Clark Road Resurfacing project, hereinafter referred to as "PROJECT," will provide resurfacing on Clark Road between the City of Richmond limits to approximately 85 feet north of Jana Vista Road in the El Sobrante area of unincorporated Contra Costa County. A PROJECT map is attached as Exhibit "A".
- E. WHEREAS, EBRPD is willing to provide a portion of the PROJECT funding, and COUNTY will accept that funding, under the terms of this AGREEMENT.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties mutually agree as follows:

Funding Agreement for the Clark Road Resurfacing Project

SECTION I

EBRPD AGREES:

1. That its General Manager, or designee, will process a reimbursement to COUNTY for actual expenses that the COUNTY incurs related to the PROJECT up to, but not to exceed, ONE HUNDRED THIRTEEN THOUSAND and 00/100 DOLLARS (\$113,000), within thirty (30) days after the COUNTY accepts the PROJECT as complete.

SECTION II

COUNTY AGREES:

1. Accept Clark Road from the City of Richmond limits to approximately 85 feet north of Jana Vista Road into the COUNTY Road Network.
2. To implement the PROJECT, including but not limited to consultant selection, the development of consultant services agreement, administration of the contract, final review of the work product, and disseminating work products as required.
3. After COUNTY accepts the PROJECT as complete, COUNTY shall own and maintain the portion of the PROJECT located in COUNTY's jurisdictional boundaries and shall assume responsibility for that portion of the PROJECT.

SECTION III

IT IS MUTUALLY AGREED AS FOLLOWS:

1. The term of this AGREEMENT begins on the EFFECTIVE DATE, and it expires upon the satisfaction of the Parties' obligations under Section I and Section II, above.
2. HOLD HARMLESS.
 - a. Standard of Care. Nothing in this AGREEMENT is intended to affect the legal liability of any Party by imposing any standard of care, with respect to the work performed hereunder, different from the standard of care imposed by law.
 - b. EBRPD's Obligations. EBRPD shall defend, indemnify, and hold harmless COUNTY, and its governing body, officers, agents, and employees, from and against that portion of any Liabilities related to or arising out of EBRPD's performance of its obligations under this AGREEMENT.
 - c. COUNTY's Obligations. COUNTY shall defend, indemnify, and hold harmless EBRPD, and its governing body, officers, agents, and employees, from and against that

Funding Agreement for the Clark Road Resurfacing Project

portion of any Liabilities related to or arising out of COUNTY's performance of its obligations under this AGREEMENT.

- d. Survival. The obligations of this Section III.2 shall survive the termination or expiration of this AGREEMENT.
3. Notices regarding this AGREEMENT shall be given (a) by personal delivery, (b) by First Class U.S. Mail, postage prepaid, or (c) by overnight carrier for next business day delivery, and addressed to:

To EBRPD:
EBRPD Operations Division
Attn. Assistant General Manager
P. O. Box 5381
Oakland, CA 94605-0381

To COUNTY:
Public Works Department, Transportation Engineering
Attn. Assistant Public Works Director
255 Glacier Drive
Martinez, CA 94553

A notice shall be deemed given on the day it is personally delivered, on the fifth day after mailing, or on the next business day following the date it is deposited with an overnight carrier for next business-day delivery.

4. This AGREEMENT contains the entire agreement between the Parties with regard to matters described in this AGREEMENT and supersedes all prior agreements, whether written or oral, between the Parties with respect to such subject matter.
5. This AGREEMENT shall be interpreted and enforced under the laws of the State of California.
6. If any provision of this AGREEMENT shall be held to be invalid, illegal, unenforceable, or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
7. This AGREEMENT may not be modified or amended except in a writing signed by both Parties hereto.
8. The section headings and captions of this AGREEMENT are, and the arrangement of this AGREEMENT is, for the sole convenience of the Parties to this AGREEMENT. The section headings, captions, and arrangement of this AGREEMENT do not in any way affect, limit, amplify, or modify the terms and provisions of this AGREEMENT. This AGREEMENT shall not be construed as if it had been prepared by one of the Parties,

Funding Agreement for the Clark Road Resurfacing Project

but rather as if all Parties have prepared it. The Parties to this AGREEMENT and their attorneys have read and reviewed this AGREEMENT and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this AGREEMENT. The recitals of this AGREEMENT are, and shall be enforceable as, a part of this AGREEMENT.

9. Unless expressly stated herein, nothing in this AGREEMENT is intended to confer on any person, other than the Parties and their successors and assigns, any rights or remedies by reason of this AGREEMENT.
10. A waiver of breach of any covenant or provision in this AGREEMENT shall not be deemed a waiver of any other covenant or provision in this AGREEMENT, and no waiver shall be valid unless in writing and executed by the waiving party.
11. The sole remedy for violation of this AGREEMENT shall be the specific performance of this AGREEMENT.
12. This AGREEMENT may be executed in one or more counterparts, each of which shall be deemed an original.
13. In any action or proceeding to enforce or interpret any provision of this AGREEMENT, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs, and expenses.

[Signatures on the following page]

Funding Agreement for the Clark Road Resurfacing Project

IN WITNESS WHEREOF, the Parties have each executed this AGREEMENT as of the EFFECTIVE DATE.

CONTRA COSTA COUNTY

EAST BAY REGIONAL PARK DISTRICT

By: _____

By: _____

Warren Lai
Public Works Director

Sabrina Landreth
General Manager

APPROVED AS TO FORM:
Thomas L. Geiger
County Counsel

APPROVED AS TO FORM:

By: _____
County Counsel

By: _____
East Bay Regional Park District
District Counsel

G:\transeng\Projects\Clark Road Resurfacing\Funding Agreement, Clark Rd Resurfacing - EBRPD.docx

Funding Agreement for the Clark Road Resurfacing Project

Exhibit A

PROJECT MAP





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-135
C.99.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Amendment No. 2 with Got Power, Inc. d/b/a California Diesel & Power (CD & Power)

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Got Power, Inc. d/b/a California Diesel & Power (CD & Power), effective January 1, 2025, to increase the payment limit by \$1,000,000 to a new payment limit of \$2,250,000, update the rate sheet, and extend the term through January 31, 2026, for on-call generator maintenance and repair services at various County sites and facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Department, Facilities Services is responsible for the maintenance and repair of all County buildings and facilities. Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities.

Work completed under this contract consists of scheduled generator routine maintenance as well as emergency repairs due to weather conditions to ensure that County generators are functioning as designed.

Originally bid on BidSync #2010-435, Got Power, Inc. d/b/a California Diesel & Power (CD & Power) was one of two lowest, responsive, and responsible vendors awarded for this work. The original contract payment limit awarded was \$1,000,000 and the contract term was February 1, 2021 through January 31, 2024. Amendment No. 1, effective January 9, 2024, increased the payment limit by \$250,000 to a new payment limit of \$1,250,000. This amendment also increased the hourly rates according to the terms of the contract and extended the contract term through January 31, 2025.

Facilities Services is requesting Amendment No. 2 with Got Power, Inc. d/b/a California Diesel & Power (CD & Power) to be approved, increasing the payment limit to \$2,250,000, updating the rate sheet to include "Parts and Materials Markup" and "Equipment Rental Markup", and extending the term from January 31, 2025 to January 31, 2026, for on-call generator maintenance and repair services.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this Contract Amendment No. 2, the current contract with Got Power, Inc. d/b/a California Diesel & Power (CD & Power) will discontinue, and future generator maintenance and repair services with this contractor will not be available.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-136
C.100.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Amendment No. 2 with Charles Kopp Inc. d/b/a Continental Electric

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Charles Kopp Inc. d/b/a Continental Electric, effective January 1, 2025, to increase the payment limit by \$1,000,000 to a new payment limit of \$3,250,000, update the rate sheet, and extend the term through January 31, 2027, for on-call electrical services at various County sites and facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Department, Facilities Services is responsible for the electrical repair of all County sites and facilities. Electrical contracts are divided among specialized fields which include but are not limited to: building electrical, airport electrical, traffic signals, and traffic loop installation. On-call electrical contracts are on an as-needed basis and utilized for repairs.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Originally bid on BidSync #2107-493, Charles Kopp Inc. d/b/a Continental Electric, was one of three contractors awarded for this contract.

The original contract payment limit awarded was \$2,250,000 and the contract term was February 1, 2022 through January 31, 2025. Amendment No. 1, effective February 1, 2024, increased the hourly rates according to the terms of the contract.

Facilities Services is requesting Amendment No. 2 with Charles Kopp Inc. d/b/a Continental Electric to be approved, increasing the payment limit to \$3,250,000, updating the rate sheet to include "Materials Markup", and extending the term from January 31, 2025 to January 31, 2027, for on-call electrical services.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this Contract Amendment No. 2, the current contract with Charles Kopp Inc. d/b/a Continental Electric will discontinue, and future electrical services with this contractor will not be available.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-137
C.101.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Amendment No. 1 with Timothy A. Bulyszyn d/b/a Full Steam Ahead Corporation, a California Corporation, Countywide.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Timothy A. Bulyszyn d/b/a Full Steam Ahead Corporation, effective December 31, 2024, to increase the payment limit by \$200,000 to a new payment limit of \$400,000 and extend the term through December 31, 2026, for on-call exterior pressure washing services at various County sites and facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Department, Facilities Services is responsible for the maintenance and repair of all County buildings and facilities. Facilities Services receives several requests per year to clean exterior walkways and walls.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Originally bid on BidSync #2104-473, Timothy A. Bulyszyn d/b/a Full Steam Ahead Corporation was the only bidder. Upon thorough evaluation, a contract was awarded with the term January 1, 2022 through December 31, 2024. The total payment limit awarded was \$200,000.

Facilities Services is requesting Amendment No. 1 with Timothy A. Bulyszyn d/b/a Full Steam Ahead Corporation to be approved, increasing the payment limit to \$400,000 and extending the term from December 31, 2024 to December 31, 2026, for on-call exterior pressure washing services.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this Contract Amendment No. 1, the current contract with Timothy A. Bulyszyn d/b/a Full Steam Ahead Corporation will discontinue, and future exterior pressure washing services with this contractor will not be available.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-138
C.102.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Amendment No. 3 with Jon K. Takata Corporation d/b/a Restoration Management Company, a California Corporation, Countywide.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Jon K. Takata Corporation d/b/a Restoration Management Company, effective February 4, 2025, to increase the payment limit by \$6,000,000 to a new payment limit of \$10,000,000 and extend the term through September 30, 2026, for on-call restoration services at various County sites and facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Department, Facilities Services is responsible for the maintenance and repair of all County buildings and facilities. Restoration services are needed when an unexpected event occurs, such as flooding from a broken water pipe or leaking roof, or damages caused by fire.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Originally bid on BidSync #2101-451, Jon K. Takata Corporation d/b/a Restoration Management Company was one of the contractors awarded a contract. The original contract term was October 1, 2021 through September 30, 2024 and the total payment limit awarded was \$4,000,000.

Amendment No. 1, effective October 1, 2023, extended the contract term through September 30, 2025 and updated the rates according to the terms of the contract. Amendment No. 2, effective January 4, 2024, updated the address of the contractor and updated the rate sheet of the contract.

Facilities Services is requesting Amendment No. 3 with Jon K. Takata Corporation d/b/a Restoration Management Company to be approved, increasing the payment limit to \$10,000,000 and extending the term from September 30, 2025 to September 30, 2026, for on-call restoration services.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of this Contract Amendment No. 3, the current contract with Jon K. Takata Corporation d/b/a Restoration Management Company will run out of funding, and future unexpected restoration services with this contractor will not be available.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-139
C.103.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Contract with East Bay Tire Company for Mobile Tire Repair Service, Countywide.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works director, or designee, to execute a contract with East Bay Tire Company in an amount not to exceed \$500,000, to provide mobile roadside tire repair services, exchange, and installation for the period of January 14, 2025 through December 31, 2028, Countywide.

FISCAL IMPACT:

100% Fleet Internal Service Fund

BACKGROUND:

Public Works Fleet Services oversees the maintenance of vehicles, with tires being a crucial component of this upkeep for all fleet vehicles. East Bay Tire Company offers mobile roadside tire services, including repair, replacement, and installation for Contra Costa County. They provide service for county vehicles, including emergency service vehicles, both during regular hours and after hours (including holidays and weekends).

East Bay Tire Company will hold two contracts with the Fleet Department: one as an authorized tire provider and another for tire repairs and services. On December 3, 2024, a Participating Addendum for various tire configurations was approved by the Board that will allow the County to purchase tires at discount prices, and ultimately pass that savings along to County Departments. East Bay Tire Company is an authorized Goodyear dealer that provides government fleet pricing. Goodyear tires are the County Fleet standard.

Fleet Services is requesting the Board to approve a service contract with East Bay Tire Company of \$500,000 for three years, with two one-year extension options for the service portion of the contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, mobile tire repair services, exchanges, and installation will not be available to maintain countywide vehicles.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-140
C.104.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Participating Addendum with WEX Bank

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the County, a Rider to Addendum for the Fuel Card Services Agreement with WEX Bank, in an amount not to exceed \$4,000,000, for a Fleet Payment System to pay, manage, reconcile and report statewide fuel purchases and fleet-related online services for the State's Fleet Card Program.

FISCAL IMPACT:

Product and service costs paid by Public Works Fleet Services (100% Fleet Internal Service Fund)

BACKGROUND:

Contra Costa County Purchasing Services is requesting approval of a Rider to Addendum for the Fuel Card Services Agreement with WEX Bank, to pay, manage, reconcile and report statewide fuel purchases and fleet related on-line services for the State's Fleet Card Program. Approval of the Rider between Contra Costa County and WEX Bank allows the County to obtain guaranteed pricing available through the Department of General Services State of California contract and offer substantial discounts of published prices. This will allow the Public Works Fleet Services Division to make purchases that support this program, at discount prices.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of this agreement, Fleet Services will pay full price to manage the services purchased.

EXHIBIT A: SCOPE OF WORK

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), hereinafter referred to as the “State” or “DGS-OFAM” is contracting for a provider of a Fleet Payment System (FPS) to pay, manage, reconcile and report statewide fuel purchases and fleet-related services for the State’s Fleet Card Program.

1. SCOPE OF WORK

- A. The State and WEX Bank (hereinafter referred to as the “Contractor”), hereby agree that Contractor will provide FPS services to State Agencies and Optional Users (also referred to as “Participating Entities”) participating in the State’s Fleet Card Program in accordance with the terms and conditions of this Master Service Agreement (“MSA” or “Contract” or “Agreement”).
- B. Fuel and fleet-related expenses include but are not limited to automotive fuel, oil, fluids, lubricants, parts, repairs and maintenance.

2. TERM

- A. The term of this Agreement is for a five (5) year period from the “Go Live” date. The Agreement is effective upon execution by DGS and approval from the DGS, Office of Legal Services.
- B. The “Go Live” Date shall be July 1, 2021. Implementation, training and payment account set-up tasks may begin upon award or the effective date of the Agreement, whichever is earlier.
- C. The State reserves the right to extend the term for one (1) optional two-year period.
- D. All Subsidiary Agreements executed before the end of the MSA term may continue for up to twelve (12) months following the MSA expiration date.
- E. Should the Contractor fail to commence work at the agreed upon time, the State, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the State for the actual cost of engaging another contractor to perform the work.
- F. In addition to any other provision of this Agreement, the State may terminate this Agreement or cancel a portion of the service for any reason with thirty (30) days written notice. Participating Entities may terminate subsidiary agreements for any reason with thirty (30) days written notice. In the event of termination, Participating Entities shall remain responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

3. ORDER OF PRECEDENCE

- A. In the event of a discrepancy and/or inconsistency between the articles, attachments, or provision which constitutes this Agreement, the following descending order of precedence shall apply:

- 1) Exhibit A: Scope of Work
- 2) Exhibit B: Budget Detail and Payment Provisions
- 3) Exhibit C: General Terms and Conditions
- 4) Exhibit D: Insurance Requirements
- 5) Exhibit E: Definitions
- 6) Exhibit F: Special Provisions
- 7) Exhibit G: Contractor's Technical response

4. CONTRACT ADMINISTRATORS

- A. All inquiries during the term of this Agreement will be directed to the representatives listed below:

<i>State FPS Program Manager</i>	<i>Contractor Relationship Manager</i>
Eric Mayes 1700 National Drive Sacramento, CA 95834 Phone: (916) 928-2575 Email: Eric.Mayes@dgs.ca.gov	Ryan Kelly 97 Darling Avenue South Portland, MN 04106 Phone: (952) 922-1104 Email: Ryan.Kelly@wexinc.com

- B. Should a representative change, each party will notify the other in writing no later than fourteen (14) calendar days after the date of such change, without amendment to this Agreement.

5. RESPONSIBILITIES

- A. Contractor is responsible for providing a FPS in accordance with this Agreement.
- B. DGS-OFAM is responsible for the statewide administration of FPS services and developing User Instructions for Participating Entities.
- C. Participating Entities are responsible for designating a Program Administrator and compliance with DGS-OFAM User Instructions including the State Fleet Card Program Manual.

6. PAYMENT ACCOUNTS

- A. Contractor shall provide the following Direct Bill Accounts:
 - 1) Card Payment Accounts for fuel and fleet-related services as defined by DGS-OFAM. System will allow assignment of Driver Identification Number (DIN) to driver, vehicle or participating entity.
- B. Participating Entities may cancel payment accounts at any time.
- C. At any time, the State may amend this Agreement to enable Contractor to provide additional payment accounts at no cost to the State.

7. IMPLEMENTATION

- A. Contractor shall set up and implement existing payment accounts by the “Go Live” date in the following order of priority:
 - 1) OFAM Fleet
 - 2) State Agencies
 - 3) Optional Users
- B. A naming convention for set up of accounts will be determined through mutual agreement between the State and the Contractor. The naming convention will be maintained and used for all payment accounts throughout the term of this Agreement.
- C. Within 30 days of award, the Contractor will work with the State to transition current Participating Entities to the new agreement. Contractor and State FPS Program Manager will develop a transition plan specific to the State's Fleet Card Program, including implementation time frame for "go live" date, to ensure that an efficient and effective transition takes place.
- D. Contractor will work with the State FPS Program Manager to meet all elements of the agreed upon implementation plan.
- E. Payment accounts set-up and implementation activities will be provided at no-cost to the State.

8. AUTHORIZATION TO RENDER SERVICES

Unless otherwise provided in this Agreement, Contractor may not decline a California State Agency's request to utilize services offered under this Agreement.

- A. State of California agencies and Optional Users will be allowed to participate under this agreement through a subsidiary agreement process.
- B. Prior to rendering services, Contractor and a California State Agency or Optional User (as applicable) must execute a separate Subsidiary Agreement that incorporates all of the terms of this MSA by reference and may contain additional specific terms and conditions, none of which may alter, rescind, or be in conflict with the terms and conditions of this MSA.
- C. For California State Agencies such agreement shall be in the form of the standard agreement, Std. 213; and for Optional Users shall be in a form specified by DGS-OFAM and the Contractor. The duly executed Std. 213 and appropriate form for Optional Users are herein referred to as the “Subsidiary Agreement.”
- D. Upon execution of a properly completed Subsidiary Agreement the State Agency and/or Optional User will become a "Participating Entity" and the provision of services by the Contractor to such Participating Entity will be governed by the terms of this Agreement.
- E. Each Participating Entity is responsible for their own Subsidiary Agreement.

9. ENROLLMENT

- A. Prior to the “Go Live” date Contractor shall provide procedures to enroll new Participating Entities along with an enrollment package to DGS-OFAM for approval.
- B. The enrollment package will include an application and a Subsidiary Agreement form that stipulates Participating Entities agree to follow the terms and conditions of this Agreement. The application should include the sentence: “The parties agree to comply with the terms and conditions of MSA # 5-19-99-19 which is referenced and made a part of this transaction.”
- C. After mutual review by both parties, DGS-OFAM will approve the final enrollment process including procedures and form for use by Participating Entities.
- D. DGS-OFAM reserves the right to modify the enrollment package at any time.
- E. Contractor will set-up and activate payment accounts within 10 business days of receipt of a completed enrollment package.
- F. Participating Entity’s or any authorized user’s acceptance of any “click-through” terms shall not be binding or have any force or effect.

10. CARD DESIGN

- A. Contractor will be responsible for the embossing and printing of cards. The State will use a basic design as the standard card stock to be used by all State Fleet Card Program participants that will identify the card as a state of California Fleet Card.
- B. State will have the ability to customize standard card stock with verbiage and/or logo embossing.
- C. The final content and design of the cards will be determined by Contractor with approval from the DGS-OFAM. Contractor agrees that the card design will include, at a minimum:
 - 1) State of California designation
 - 2) Statement “Official State Fleet Card”
- D. The State will be responsible for furnishing any necessary artwork (digital file) to the Contractor for changes to the State-approved design during the term of the agreement.
- E. The DGS-OFAM and the Contractor will agree upon any other design features that would assist with card acceptance and fraud prevention.

11. ACCOUNT ISSUANCE

- A. The DGS-OFAM and Participating Entities Program Administrator shall identify the point of contact that is authorized to receive cards and to be issued account numbers by submitting authorized applications, in a format as specified by the Contractor and State.
- B. Contractor will mail cards issued to the DGS-OFAM and/or Participating Entities’ designated point of contact within two business days after the Contractor receives cardholder account set-up information, at no additional cost.

12. RESTRICTIONS AND LIMITS

- A. Contractor agrees to impose and/or set limits and restrictions on payment accounts as specified by the DGS-OFAM or Participating Entities to include but not limited to:
 - 1) Limiting the types of transactions allowed.
 - 2) Limiting the dollar amount of transactions that can be applied to the account within a particular time period.
- B. **Suspension.** Contractor shall have the right to suspend accounts if any part of the payment due is unpaid for 90 days from the Billing Cycle close date. The 90 day period is made up of 45 day payment terms on the contract and another 45 day grace period. Contractor will notify DGS-OFAM and the affected Participating Entity in writing of any suspensions of state accounts.
- C. **Cancellation.** If an account remains unpaid for more than 180 days after the Billing Cycle close date, contractor may “charge-off” the entire outstanding balance and deduct it from the annual rebate. The 180 day period is made up of 45 day payment terms on the contract and another 135 day grace period.
- D. DGS-OFAM and the Contractor may agree upon other restrictions or mechanisms that would assist in account management.

13. ONLINE DATA MANAGEMENT AND REPORTING

- A. The Contractor will provide an online web-based system, WEXOnline®, for:
 - 1) Account management;
 - 2) Transaction data review, collection and management;
 - 3) Administration of accounts; and
 - 4) Reporting output and data transfer.
- B. The web-based system must have permission controls based on hierarchy set up by DGS-OFAM and access to real-time data. DGS-OFAM will define the hierarchy and account information with the Contractor.
- C. Designated authorized personnel from the State and Participating Entities will be provided permissions within Contractor's online (web-based) system.
- D. All Participating Entities shall have access to Contractor's online system and shall have the ability to manage their respective account(s).
- E. Data management and reporting systems will be available 24 hours a day, 7 days a week. Routine system upgrades should be installed during off business hours (e.g., weekends or before 7:00 a.m. and after 6:00 p.m. (PT) Monday through Friday).
- F. Refer to Exhibit F, Section 14 for WEXOnline® special provisions.

14. STATEMENTS AND RECONCILIATION

- A. Contractor shall provide Participating Entity with an itemized billing statement for each Billing Cycle in which the Account has activity. Refer to Exhibit F, Section 5.
- B. Contractor will provide an online data management and reporting system and spend data for reconciliation.

- C. Contractor will provide drill down capabilities for transaction data.
- D. Contractor shall have an established collection process for delinquent accounts.
- E. The DGS-OFAM and the Contractor will agree upon process and procedures.

15. DATA CAPTURE CAPABILITIES AT POINT OF SALE INFORMATION

- A. Contractor must capture Level I-III data specifications as provided by merchants.
- B. The DGS-OFAM and the Contractor may agree to additional data capture and electronic data capabilities.

16. REPORTING

- A. Contractor will provide report generating and archiving capabilities from a centralized web-based system.
- B. Contractor's system will be required to generate the following reports:
 - 1) Transaction detail reports
 - 2) Transaction exception reports
 - 3) Lost/Stolen Cards
 - 4) Disputed Transactions
 - 5) Declined Transaction
 - 6) State Fuel Volume Report (Total Volume of all State Agencies including quantity purchased, amount spent, fuel type purchased by account)
 - 7) Comprehensive All-Inclusive Fuel Volume Report (Total Volume of all Participating Entities including quantity purchased, amount spent, fuel type purchased by account)
 - 8) State Maintenance Volume Report (Total Volume of all State Agencies including maintenance type, service performed, and amount spent)
 - 9) Comprehensive All-Inclusive Maintenance Volume Report (Total Volume of all Participating Entities including maintenance type, service performed, and amount spent by account)
 - 10) Monthly Past Due Status Reports (All past due accounts by Participating Entity)
 - 11) Cardholder Activity (Transaction detail reports by card)
 - 12) Transactions by Vehicles (Transaction detail reports by vehicle)
 - 13) Transactions by Participating Entity (Transaction detail reports by Participating Entity)
 - 14) Vendor Usage (Transaction detail reports by vendor)
 - 15) Electric Vehicle (EV) Transactions
- C. Additional reporting information may be requested during the term of the agreement and Contractor will work with DGS-OFAM and/or Participating Entities to provide requested reports at no cost to the State.

17. USAGE REPORTING

- A. Contractor shall provide an electronic Usage Report to the FPS Program Manager on an annual basis. The report shall provide the calculated incentive share (rebates) by Participating Entity and total incentives to be provided to the

State and each Participating Entity for the calendar year. Report must contain at a minimum, but not limited to, the following data elements:

- Participating Entity Name
 - Annual Total Spend (by Participating Entity)
 - Total number of Transactions (by Participating Entity)
 - Calculated Total Spend Incentive (by Participating Entity)
 - Calculated Prompt Payment Incentive (by Participating Entity)
 - Charge-Offs (by Participating Entity)
 - Actual Total Spend Incentive due to the State.
- B. Report shall be provided in Excel format via email within 60 days following the last day of the calendar year. Within 30 calendar days from agreement execution, the Contractor must submit a preliminary report to DGS-OFAM for review. After mutual review by both parties, DGS-OFAM will approve final usage report format.
- C. Contractor will work with the DGS-OFAM to provide ad hoc reporting during the term of the agreement at no cost to the State.

18. TRAINING

- A. Prior to the “Go Live” date, the Contractor will work with DGS-OFAM on a training plan to be offered for use including training types, schedule, user reference guides and additional training materials.
- B. Throughout the term of the agreement, Contractor will provide ongoing training at no-cost to the Participating Entities including, at a minimum:
- 1) Online web-based training
 - 2) Onsite training
 - 3) Onsite and/or web-based user group forums
 - 4) Written user reference guides and related materials

19. PERSONNEL RESOURCES

- A. Contractor will designate at least one Relationship Manager with a minimum of five years’ experience handling large accounts for support, escalation issues, day-to-day customer service support for DGS-OFAM, to perform the following:
- 1) Be available between 8:00 a.m. – 5:00 p.m. (PT), Monday through Friday.
 - 2) Return calls within two (2) business hours.
 - 3) Meet in Sacramento within seventy-two (72) hours’ notice.
 - 4) Participate in quarterly meetings to review performance, quarterly reports, and customer service issues.
- B. Contractor will designate at least one Account Manager with a minimum of five years’ experience handling large accounts for contract support, escalation issues, day-to-day account management support for all Participating Entities, to perform the following:
- 1) Be available between 8:00 a.m. – 5:00 p.m. (PT), Monday through Friday.
 - 2) Return calls within two (2) business hours.

- C. Contractor will assign staff to handle account settlement inquiries, payment discrepancy resolution, online system access assignment, training and updates for Program Administrators.
- D. Contractor will provide a dedicated customer service team to support DGS-OFAM and Participating Entities throughout the term of the agreement by providing:
 - 1) A designated customer service team for Cardholder support.
 - 2) Technical support for the online data management and reporting system.
 - 3) Qualified personnel familiar with all aspects of the State's program.
 - 4) Dedicated resources as necessary to ensure effective and efficient service.
 - 5) A domestic and international toll-free phone number available to Cardholders 24 hours a day, every day of the year.
 - 6) An established escalation process to resolve issues.
- E. Within 15 days of agreement execution, Contractor shall provide the DGS-OFAM with contact information for assigned personnel including but not limited to:
 - 1) Contractor's Key Account Manager
 - 2) Contractor's additional assigned staff
 - 3) Customer service unit information
- F. The Contractor shall notify the State in writing within fourteen (14) calendar days of an Account Manager change and provide the State with at least one (1) replacement candidate that will meet or exceed the experience and skill level of the Account Manager being replaced.
 - 1) The State shall not compensate the Contractor for any time or effort required to prepare the new Account Manager for work on the project.
 - 2) The State, for cause, reserves the right to require the Contractor to replace an assigned Account Manager at any time. The State will notify the Contractor in writing when exercising that right, providing the Contractor with the cause. The Contractor, within fourteen (14) calendar days of such notification, shall provide a replacement candidate that meets or exceeds the experience and skill level of the Account Manager being replaced.

20. END OF CONTRACT TRANSITION

- A. All initial charge activity under this Agreement shall be completed on or before the expiration date of the Agreement.
- B. If account reconciliation occurs after the Agreement expiration date or if this Agreement is terminated, the Contractor agrees to resolve all credit transaction(s).
- C. Contractor agrees that at the end of the Agreement, should the State conduct another procurement and award a new contract, the Contractor will work with the State to ensure that an efficient and effective transition takes place within nine months or as mutually agreed to by the State and Contractor.

21. SECURITY AND CONFIDENTIAL INFORMATION

- A. Throughout the term of the Agreement, Contractor agrees to meet all applicable Payment Card Industry (PCI) and Data Security Standards (DSS).

- B. Participating Entities will safeguard information regarding cards, accounts numbers, passwords, personal identification numbers and other sensitive information provided by Contractor in a manner that is consistent with those applicable to the Participating Entities' other accounts. Each party will utilize commercially reasonable efforts to maintain an appropriate information security program to prevent the unauthorized disclosure, misuse, alteration, or destruction of confidential information.
- C. Nothing in this section shall be construed to limit or prevent the State or any Participating Entity from disclosing information to the extent required under the California Public Records Act, open records laws or any applicable regulations.
- D. The Contractor agrees to the following provisions regarding the use and disclosure of confidential information:
 - 1) For purposes of this Agreement, "confidential information" means information supplied by one Party ("Disclosing Party") to the other Party ("Recipient") that is expressly or implicitly protected from unrestricted use by persons not associated with Disclosing Party.
 - 2) The Contractor agrees that the FPS services are a unique service involving the exchange of confidential information. Reports, manuals, documentation and related materials shall be provided to Participating Entities. These documents may be circulated only to the extent necessary for the Participating Entities to manage the FPS and/or use such information in connection with the State's regular course of business.
 - 3) Contractor agrees that any non-public financial information of Participating Entities' and any non-public data regarding Participating Entities' accounts, transactions, charges, spending volume or repayment terms is Confidential Information of the Participant and such information shall be circulated by Contractor only to the extent necessary for Contractor to perform services under this agreement.
- E. The Contractor will keep in confidence and safeguard all confidential information obtained during the term of the Agreement. The Contractor agrees that personnel performing work under this Agreement will maintain confidentiality regarding the State's routines, exposed written material or sensitive information, etc. The Contractor has legal and ethical responsibilities to protect the privacy, confidentiality and security of all documents containing personal and confidential information. The Contractor agrees to discuss confidential information only in the workplace and only for job related purposes and will not discuss such information outside of the workplace or within hearing of other people who do not have a need to know about the information. Contractor's responsibility to confidentiality extends to the personnel employed by the Contractor and continues even after the Agreement has ended. In the event of a breach or threatened breach of confidentiality, the State will pursue all available remedies up to and including termination of the Agreement.
- F. Contractor and DGS-OFAM shall work together to minimize and/or prevent fraudulent transactions. In addition, DGS-OFAM strongly encourages all

Participating Entities to work with Contractor to reduce and/or avoid fraudulent transactions.

22. INCENTIVES

- A. Incentives, as identified in Exhibit B, will stay in effect for the entire Agreement term, including the referenced exercised option year(s).
- B. Total Spend Incentives are based on Total Spend for all Participating Entities.
 - 1) The Total Spend Incentive must be provided to the DGS-OFAM annually, within ninety (90) days of the Agreement period of performance anniversary.
 - 2) The incentive will be made payable to: DGS-OFAM.
 - 3) The Total Spend Incentive to be received annually by DGS-OFAM is calculated as: Appropriate BP (percentage) x Total Spend Volume minus 180-day charge-offs.
- C. Prompt Payment Incentives will be calculated annually based on the average speed of pay within a calendar year. The speed of pay is the number of days from the monthly statement date to the time the payment is received by the bank. Contractor shall identify the average speed of pay for the Participating Entity within the calendar year and apply the appropriate BP from Exhibit B.
 - 1) The Prompt Payment Incentive must be provided annually throughout the term of the contract.
 - 2) The Prompt Payment Incentive will be paid directly to Participating Entities within sixty (60) days of the calendar year end.
 - 3) The Prompt Payment Incentive will not be calculated with or affect the Total Spend Incentive and/or the resulting payment.
 - 4) The Prompt Payment Incentive paid to Participating Entities is calculated as: Appropriate BP (percentage) based on individual Participating Entity average speed of pay x Total Spend Volume of individual Participating Entity.

23. TECHNOLOGY INNOVATION

Throughout the term of this Agreement, the State will have the right to add card products and services to the Master Agreement. Contractor may propose additional products or services by submitting a written request to the State for review and approval. Request must include:

- Full description of product/service;
- Full implementation plan, including level of effort and timeline;
- Full communication plan; and
- Full training plan.

Addition of any card product or service to the Master Agreement is at the sole discretion of the State and shall be executed through an amendment to this Agreement. Proposed new card products and services must not impact the Master Agreement rebates or have any additional cost to the State.

24. EV CHARGER INTEGRATION

Contractor's FPS will interact with Electric Vehicle (EV) charging vendors and be used as a payment mechanism at EV charging stations.

Wherever FPS card is accepted, Contractor must capture and provide charging session transaction data, including, but not limited to:

- Transaction location
- Date of transaction
- Charging time/duration, if available
- Total kWh purchased
- Transaction dollar totals

EV transactions will be included in WEX Fleet Card reporting, noted with an EV product code.

25. WEX CLEARVIEW

- A. Contractor will provide WEX ClearView™ analytics product suite (hereafter "ClearView Solution") to interested Participating Entities to further organize, interpret, and display fleet-related information. The ClearView Solution includes access to the following products:
 1. ClearView Essential
 2. ClearView Snap
- B. Each Participating Entity will individually determine whether to enroll in the ClearView Solution option.
- C. Contractor and State FPS Program Manager will develop required enrollment forms for participation in the ClearView Solution. State FPS Program Manager will have final approval of process and enrollment forms.
- D. Participating Entities may cancel participation in the ClearView Solution at any time with written notice to the Contractor.
- E. The ClearView Solution will be provided at no-cost to the DGS-OFAM or Participating Entities.

26. PRIVATE SITE PROGRAMS/BULK FUEL SERVICES

- A. Contractor will provide an optional Private Site Program to interested Participating Entries which allows use of a fleet card to activate pumps at the Participating Entity's onsite bulk fuel tanks to track private site fueling (hereafter referred to as "Private Site Transactions").
- B. Each Participating Entity will individually determine whether to enroll in the Private Site Program option.

C. Contractor will:

1. Assist interested Participating Entities with enrollment process;
 2. Capture Driver ID and odometer information for each Private Site Transaction;
 3. Authorize the card swipe for the Private Site Transaction;
 4. Provide detailed line item transaction reporting capabilities equal to or better than the reporting capabilities of a transaction processed in-network as detailed in Exhibit A, Section 16 "Reporting."
 5. Provide integrated reporting of Private Site Transactions with retail transactions to the Participating Entity; and
 6. Exclude Private Site Transactions from the Participating Entity's billing statement; and
 7. Provide a listing of Participating Entities enrolled in the Private Site Program within five (5) working days of request by the State FPS Program Manager.
- D.** Participating Entities electing to participate in the Private Site Program will enroll in the Private Site Program with forms as specified by the State FPS Program Manager.
- E.** Contractor and State FPS Program Manager will develop required enrollment forms for participation in the Private Site Program. State FPS Program Manager will have final approval of process and enrollment forms.
- F.** Private Site Transactions will not be included on billing statements or included as part of the Total Spend calculations for incentives outlined in Exhibit B.
- G.** Participating Entities may cancel participation in the Private Site Program at any time with written notice to the Contractor.
- H.** Private Site Program set-up, implementation and transaction activities will be provided at no-cost to the DGS-OFAM or Participating Entities.

27. WEXPAY

- A. Contractor shall provide WEXPay™ to provide card-less payment accounts meeting requirements in Exhibit A, Section 6.A.2. that shall be accepted by merchants within the FPS network and outside the FPS network where traditional MasterCard credit card payments are accepted.
- B. Each WEXPay™ transaction shall be a single-use account number authorizing a secure one-time payment to a merchant that applies the same purchase controls and collects the same level of purchase detail, including DIN and odometer, where available, as direct bill card payment accounts. Contractor shall provide transaction line item detail in Contractor's Fleet Card billing and reports.

Contractor shall provide detailed WEXPay™ process and procedures to be incorporated, at the State's discretion, in User Instructions.

- C. Each Participating Entity will individually determine whether to enroll in the WEXPay option.
- D. Contractor and State FPS Program Manager will develop required enrollment forms for participation in the WEXPay™ Solution. State FPS Program Manager will have final approval of process and enrollment forms.
- E. Private Site Program will be provided at no-cost to the DGS-OFAM or Participating Entities.

28. WEX FUELGUARD

- A. Contractor will provide WEX FuelGuard™ to interested Participating Entities to integrate fueling data with telematics data. FuelGuard provides Participating Entities further security, control, and compliance for the enforcement of fueling and fleet policies.

Contractor must capture and provide telematics data, including, but not limited to:

- Metrics for tank overfills
 - Siphons
 - Vehicle mismatches
 - Tracking of whether the vehicle is present or not at the time of fuel fill up
- B. Contractor and State FPS Program Manager will develop required enrollment forms for participation in the WEX FuelGuard™ solution. State FPS Program Manager will have final approval of process and enrollment forms.
 - C. Each Participating Entity will individually determine whether to enroll in the FuelGuard option.
 - D. WEX FuelGuard™ will be provided at no-cost to the DGS-OFAM or Participating Entities.

29. ROADSIDE ASSISTANCE CALL SERVICES

- A. Contractor's FPS will include a hotline to call for roadside assistance. This service will be available 24 hrs. a day, 365 days a year. Service will include access to a third party that accepts the FPS as a payment mechanism to provide:
 - Vehicle towing
 - Jump starting
 - Emergency fuel & water delivery
 - Lockout
 - Tire change
 - Winching
- B. Each Participating Entity will individually determine whether to enroll in the Roadside Assistance option.

C. Roadside Assistance Call Services will be provided at no-cost to the DGS-OFAM or Participating Entities.

30. OPTIONAL SERVICES

The State reserves the right to amend this Agreement to add optional services.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENTS

- A. Participating Entities will be financially responsible to the Contractor for direct bill accounts and cardholder accounts that are issued directly to the Participating Entity.

2. INVOICING

- A. Billing statements will be submitted monthly in arrears to each Participating Entity.
- B. The billing statement shall include:
- Agreement Number
 - Participating Entity Name
 - Date of billing statement
 - Time period covered
 - Transactions completed for the period shall be identified
 - Contact information for billing comments or inquiries such as a telephone number, fax number and address
- C. Upon receipt of billing statements and subsequent approval by the Participating Entity's designated representative(s), the Participating Entity will pay the Contractor.
- D. Contractor will indicate chargebacks and adjustments (including credits) to the Participating Entity on their billing statements.
- E. The Participating Entity will notify Contractor of any disputed item on a submitted billing statement.

3. PROMPT PAYMENT CLAUSE

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. CONTRACTOR OVERPAYMENTS

- A. If the State determines that an overpayment has been made to the Contractor, the State will seek recovery immediately upon discovery of the overpayment by: (a) calling the contractor service center to request a refund of the overpayment amount, or (b) offsetting subsequent Contractor payments by the amount of the overpayment if Contractor repayment or credit is not received within thirty (30) days from the date of notice.
- B. If Contractor discovers they have received an overpayment, Contractor must notify the State and refund the overpayment immediately.

5. FEES

No fees shall apply to this agreement, including but not limited to any fees related to bulk fuel transactions, late payment fees, delivery fees or transaction fees.

6. TOTAL SPEND INCENTIVE

The Basis Points (BP) identified below shall be used to calculate the Total Spend Incentive Contractor agrees to pay DGS-OFAM annually. Refer to Exhibit A, Section 22.

Tier	Total Annual Spend Volume	BPs
A	Under \$50,000,000.00	165
B	\$50,000,000.01 - \$100,000,000.00	170
C	\$100,000,000.01 - \$150,000,000.00	175
D	Over \$150,000,000.00	180

7. PROMPT PAYMENT INCENTIVE

The Basis Points (BP) identified below shall be used to calculate the Prompt Payment Incentive Contractor agrees to pay Participating Entities annually. Refer to Exhibit A, Section 22.

Tier	Annual Average Speed of Pay	BPs
A	26-45 days	15
B	20-25 days	27
C	15-19 days	30
D	0-14 days	33

**EXHIBIT C: GENERAL TERMS AND CONDITIONS
(GTC 04/2017 as modified)**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies to the extent arising from Contractor's gross negligence or willful misconduct in connection with the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of

Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. TIMELINESS: Time is of the essence in this Agreement.
13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
- a. The Government Code Chapter on Antitrust claims contains the following definitions:

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
 - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D: INSURANCE REQUIREMENTS

1. GENERAL PROVISIONS APPLYING TO ALL POLICIES

- A. Coverage Term – Coverage needs to be in force for the complete term of the Agreement. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must comply with the original Agreement terms.
- B. Policy Cancellation or Termination & Notice of Non-Renewal – Contractor is responsible to notify the State within 5 business days of any cancellation, non-renewal or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Contractor agrees no work or services will be performed prior to obtaining such approval. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of this Contract.
- C. Premiums, Assessments and Deductibles – Contractor is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
- D. Primary Clause – Any required insurance contained in this Agreement shall be primary, and not excess or contributory, to any other insurance carried by the State.
- E. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least “A–” with a financial category rating of no lower than VI. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- F. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- G. Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor’s obligations under the contract.
- H. Use of Subcontractors - In the case of Contractor’s utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insured’s under Contractor’s insurance or supply evidence of subcontractor’s insurance to the State equal to policies, coverages, and limits required of Contractor.

2. CONTRACT INSURANCE REQUIREMENTS

Contractor shall display evidence of the following on an Acord certificate of insurance evidencing the following coverages:

- A. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability.

The policy must name the state of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

- B. Automobile Liability – Contractor shall maintain business automobile liability insurance for limits not less than \$1,000,000 combined single limit. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. Should the scope of the Agreement involve transportation of hazardous materials, evidence of an MCS-90 endorsement is required.

The policy must name the state of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

- C. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. In addition, employer's liability limits of \$1,000,000 are required. By signing this contract, Contractor acknowledges compliance with these regulations.

A Waiver of Subrogation or Right to Recover endorsement in favor of the state of California must be attached to certificate.

- D. Cyber Liability insurance – Contractor shall maintain Cyber Liability with limits of not less than \$1,000,000. for each occurrence and an annual aggregate of \$2,000,000. covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.

3. SELF-INSURANCE

If a Contractor elects to "self-insure" for any or all of the insurance requirements, the Contractor must obtain approval of its self-insurance from the Office of Risk and

Insurance Management (ORIM). In order to obtain that approval, the following must be submitted to ORIM:

A. Workers' Compensation: Certificate of Consent to Self-Insure from the CA Department of Industrial Relations.

B. All Other Insurance:

- 1) A cover letter from the firm's risk manager, or similar position within the firm, providing a written description of the Contractor's self-insurance plan for the other types of insurance. The description must detail what is covered by the plan and identify the source of funds for financing the plan.
- 2) An audited financial statement from the most recently completed quarter, together with any applicable accounting letters for the report.
- 3) Evidence of the firm's equity of at least \$5,000,000 and a minimum annual net profit of \$500,000 for the last five years. A signed written statement from the firm's CPA stating that the firm's annual net profit for the past five years has been a minimum of \$500,000.
- 4) The State reserves the right to verify the source of funds for financing the self-insurance plan. The State also reserves the right to require subsequent assistance from the firm's risk manager to identify the funds and provide explanations of aspects of the plan which need clarification.

EXHIBIT E: DEFINITIONS

1. DEFINITIONS

The following definitions will be used for this Agreement:

Account: A company billed / company paid carded or card-less account to which charges and payments may be posted.

Account User: Participating Entity or any other individual that the Participating Entity has notified the Contractor as being authorized to use the Account or a Card.

Ad Hoc Reporting: The standard commercial practice of creating customized reports, billing statements and services to meet unique needs of Participating Entities. Provides the ability for DGS-OFAM, at a minimum, to access all data elements of the Participating Entities' transaction records and create reporting in html, Excel, and text (ASCII) formats as defined by DGS-OFAM or Participating Entities.

Agreement: The Master Service Agreement ("MSA") which includes the Std. 213 form, all Exhibits and mutually agreed upon amendments thereto.

Authorization: The process of verifying, at the point of sale, that a purchase being made is allowable given the requirements, prohibitions, and controls established by the Participating Entity or State FPS Program Manager.

Basis Point (BP): A unit that is equal to 1/100th of 1%.

Billing Cycle: A specific recurring time period between the time when statements of account are processed.

Business Day: Any day other than a Saturday, Sunday, or other day on which banking institutions are generally authorized or required by law or executive order to close.

Card: Plastic card provided by Contractor that may be used to access an Account.

Cardholder: An individual or department issued a card at the request of the Participating Entity. The Cardholder holds the primary responsibility for proper usage of the card.

Chargeback: A refund or reversal of charge, made by a credit card company, to a credit Cardholder after the Cardholder successfully disputes an item on their credit card statement.

Charge-Off: Charge amounts not paid by Participating Entities within one-hundred eighty (180) days of statement issuance and written off by Contractor. Charge-offs can be deducted from the Total Spend Incentive to DGS-OFAM.

Controls: Authorization tools designed to assist Participating Entity with managing Transactions.

Credit Limit: Amount of credit assigned to Participating Entity's Account as established by Contractor.

Data Capture: Level of detail that a merchant passes to the credit card processing network.

- **Level I** – Standard commercial transaction data that includes the total purchase amount, the date of purchase, the merchant category code, merchant's name, city/state, debit/credit indicator, date charge/credit was processed by the Contractor, Contractor processing/transaction reference number for each charge/credit, and other data elements as defined by the Associations or similar entity.
- **Level II** – In addition to Level I data, includes transaction amount, date, tax amount, customer code, merchant postal code, tax identification, merchant minority code and merchant state code. And may include additional data regarding sales tax, customer code, purchase order number, invoice/billing statement number captured at the point of sale. In most cases, this information is combined with the merchant's Tax ID number, state, and postal code data and is then passed through during settlement.
- **Level III** – Full line item detail. The data fields required for Level III include those from Level II in addition to other fields, such as fleet card user's name, vendor, billing statement date, UNSPSC code, product code, item cost, description, quantities, unit of measure, product codes, product descriptions, ship to/from zip codes, freight and duty amounts, order date, discount amount, order number, item extended amount, item tax identification and amount.

Direct Bill Account: See **Account**.

Disputes/Disputed Item: Charges where validity is being questioned or challenged by the Participating Entity (account holder).

Driver Identification Number (DIN): The identification number associated with an Account User or Card.

Fraudulent Charges/Transactions: Charges not initiated, authorized or otherwise requested by a Participating Entity by any means (e.g., electronic, telephonic or written). A term used for theft and fraud committed using a credit card or any similar payment mechanism as a deceptive source of funds in a transaction. The purpose may be to obtain goods without paying, or to obtain unauthorized funds from an account.

Go Live Date: Date when Participating Entities may begin FPS services and charge to payment accounts.

Hierarchy: The organizational structure utilized by the Contractor to delineate multiple account levels, naming conventions, and authorization roles.

Master Service Agreement or “MSA”: See **Agreement**.

Merchant Category Code (MCC): A four-digit code that identifies and classifies goods or services offered by a merchant. The code controls where purchases are allowable. The merchant designates their MCC with the applicable bank/association.

Misuse: Use of an account by an Account user for other than the official government purpose for which it is intended. Any act of corruption or attempt to cheat the State or its agents, including but not limited to, the use of government charge cards to transact business that is not sanctioned or authorized, not in one’s official government capacity, not for the purpose for which the card was issued, or not as part of official government business.

Optional User: Any city, county, district, or other local governmental body or corporation including the California State Universities (CSU) and University of California (UC) systems, K-12 school districts and community colleges empowered to expend public funds. Each Optional User makes its own determination whether or not use of the FPS Agreement is consistent with its procurement policies and regulations.

- **California State University System (CSU), University of California System (UC) and California Community Colleges (CCC):** Persons on official business for higher level education within California that are supported with public funds and are authorized by action of and operated under the oversight of a publicly constituted local or state educational agency. These entities are considered as Non-Executive Branches of California State Government but are currently not required to use this payment system.
- **Local Government Agencies:** Elected officials and other personnel of local agencies within California, to the extent that the travel is undertaken in accordance with the laws governing those agencies; persons employed

by or affiliated with the California League of Cities (CLC), the California State Association of Counties (CSAC), the California State Districts Association (CSDA) or affiliated organizations. Whenever the term “state business” is used in this Agreement, it shall be read to include travel undertaken to perform the official business of local government agencies, CLC, CSAC, CSDA or the affiliated organizations referred to herein.

- **Kindergarten through Grade Twelve (K-12) Public School Districts:** Persons on official business for K-12 educational institutions that are supported with public funds and are authorized by action of and operated under the oversight of a publicly constituted local or state educational agency.
- **Special Districts:** A political subdivision of the state, established to provide a single public service (as water supply or sanitation) within a specific geographic area.

Participating Entities: State Agencies and Optional Users who have executed a Subsidiary Agreement under the MSA.

Party: Contractor or Participating Entity

Parties: Contractor and Participating Entity

Program Administrator: The lead representative of a Participating Entity who coordinates, directs, manages and oversees the fleet card-related business for their agency, is assigned access and authorized use of the Contractor’s online account and data management system, and is a contact between DGS-OFAM, Cardholders and the Contractor.

Real-time: Data is delivered immediately after collection and accessible once it is posted within the system.

State Agency: Any state of California governmental agency, department, bureau, board or commission within the Executive and Non-Executive Branches of California State Government.

- **State Judicial Branch:** Justices, officers, and employees of the Supreme Court of California, the Courts of Appeal, the Judicial Council of California and the State BAR of California.
- **State Legislative Branch:** Members of the State Senate, Members of the State Assembly, and Legislative staff members.

State FPS Program Manager: Individual designated by the DGS-OFAM to serve as the primary point of contact between DGS-OFAM and the Contractor

responsible for managing day-to-day operation of the State's Fleet Card Program.

Subsidiary Agreement: The participating agreement form for State Agencies and Optional Users incorporating all terms and conditions of the MSA and agreeing to participate in the State's Fleet Card Program.

Suspending Accounts: The process by which a specified account is temporarily deactivated due to delinquency or multiple pre-suspension actions.

Total Spend: Annual combined charges of all accounts, less refunds, Fraudulent Charges, and chargebacks.

EXHIBIT F: SPECIAL PROVISIONS

This exhibit identifies additional terms governing the Fleet Payment System (FPS) services provided by Contractor to Participating Entities within the state of California Fleet Card Program.

1. Use of Account.

The Account may be used to make purchases at merchants participating in the WEX network. Participating Entity shall adopt and follow internal policies and controls to ensure that the Accounts and Cards are used strictly for business purposes. Purchases of lottery tickets or other games of chance, gift cards, pre- paid cards or other cash equivalent transactions are prohibited.

2. Account Users.

- A. Participating Entity shall designate Account Users as well as those contacts authorized to: **(a)** provide Contractor with the information necessary to establish and maintain Account(s), Cards, and DINs; **(b)** provide vehicle, driver and other information; **(c)** receive all Account numbers, Cards or reports; **(d)** receive other Account information; and **(e)** select additional products and/or services that may be offered. Participating Entity will provide notice of any change or removal of any contact or Account User either in writing, by telephoning Contractor's customer service department or through Contractor's online system. Contractor is authorized to take instruction from any Account User or contact with apparent authority to act on Participating Entity's behalf.
- B. Participating Entity is responsible for notifying Contractor of any revocation of authority of an Account User to use a Card or the Account. An Account User shall be deemed to have authority to use a Card and the Account until Contractor receives notice of revocation of authority from Participating Entity in the manner required by Contractor.
- C. Participating Entity agrees to keep DINs confidential and ensure that its employees or Account Users do not disclose any DIN, except as needed to utilize the services within this agreement. Participating Entity shall not provide actual, implied or apparent authority to any individual to use a Card or the Account except for an Account User. Non-compliance with this provision may be deemed misuse, in which case Participating Entities may be liable to pay.

3. Credit Limit and Authorizations.

- A. Contractor will notify Participating Entity of the Credit Limit assigned to the Account. Participating Entity shall ensure that the balance of the Account does not exceed the assigned Credit Limit. Contractor may change the Credit Limit in its sole discretion, except as may be required by applicable law. Contractor must notify the Participating Entity of any decrease in Credit Limit. Contractor may, but is not required to, permit Participating Entity to exceed its Credit Limit.

Participating Entity must comply with the Credit Limit even if Contractor has previously permitted Participating Entity to exceed the Credit Limit.

- B.** Contractor has sole discretion to determine whether to establish an Account and extend credit to Optional Users.

4. Controls.

- A.** Participating Entity may request that Controls be applied to the Account. The availability and effectiveness of Controls is dependent upon each merchant's adoption of Card specifications and the information, including product codes that the merchant transmits to Contractor. The product codes are assigned by each merchant and not by Contractor. In addition, some Controls are not enforceable at island card readers due to equipment restrictions at the merchant location. There are inherent limitations on the ability of Controls to limit the use of Cards.
- B.** Contractor may, in its sole discretion and with prior notice to Participating Entity, modify Controls for the purpose of, among others, the prevention of suspected fraudulent activity. Contractor may apply default Controls on all card accounts under this Agreement with prior notice to DGS-OFAM and all Participating Entities. Contractor may apply default Controls on a Participating Entity's accounts with prior notice to the Participating Entity. Participating Entity shall review and manage the account set-up for all Cards based on Participating Entity's specific purchasing needs. Participating Entity agrees it is responsible for reviewing fraud control data provided by Contractor for the purpose of detecting fraud that may occur within Control parameters.
- C.** Default Control values are modified through the online product. More detailed information and certain limitations regarding Controls is provided online. Only Transactions submitted for authorization are subject to Controls and those Controls can only be enforced when the merchant provides sufficient information as part of the authorization.

5. Billing and Payments.

- A.** Contractor will provide Participating Entity with an itemized billing statement for each Billing Cycle in which the Account has activity. Participating Entities will choose to receive billing statements via US Paper Mail or electronically through the Contractor's online system. If the Participating Entity elects to receive electronic billing statements, the Contractor will provide notification of billing statement availability and suppress paper billing statements. The full amount of each Participating Entity's billing cycle balance, except for disputed or fraudulent transactions, will be due within 45 days from the billing cycle close date, or Participating Entity's receipt of the billing statement, whichever is later. Billing disputes are further outlined in Section 7.
- B.** Participating Entity will pay Contractor for all undisputed transactions under the Account, as provided in this Agreement. Participating Entity may pay the entire balance of the Account or a portion of it, at any time prior to its due date without

penalty.

- C. All payments must be made in United States dollars, using checks or similar payment instruments drawn on financial institutions in the United States or by payment through the Automated Clearing House network in accordance with Contractor's requirements.
- D. By entering a subsidiary agreement, the Participating Entity understands and acknowledges that payments made via paper check should account for mailing and check processing time, so the check arrives in time to be processed and post to the account.
- E. For payments not made by paper check, payments on a Business Day before the cut-off time in this Section 5.5 (the "Cut-off Time") will be posted on that Business Day. Payments after the Cut-off Time on a Business Day, or on a day other than a Business Day, will be posted on the following Business Day. The Cut-off Times for payments not made by check are as follows: a payment transaction made via Contractor's online payment portal must be completed by 3:00 p.m. ET; a payment transaction made via IVR must be completed by 3:00 p.m. ET; and a payment transaction made via ACH must arrive to Contractor by 3:00 p.m. ET.
- F. Regardless of payment method, Participating Entity must ensure that Participating Entity's account number is provided with the payment. Failure to do so may cause processing delays in posting the payment to the Account. Payments that are received at locations other than the address specified on the billing statement, or that do not otherwise comply with instructions on the billing statement or the Agreement, may be delayed in posting.

6. Reports.

Contractor provides Transaction data for the Account to the Participating Entity as transmitted by merchants. Participating Entity is responsible for reconciling that data. Contractor will report the data received from merchants and as such is not liable for the accuracy or completeness of the data received, posted, or contained in any specialty reports, management reports, data services, or other information services provided. In addition, Participating Entity understands that in the event an error is identified in a report, such as an incorrect product code, Participating Entity is still liable for the Transaction, but may follow the dispute process as described in this Agreement.

7. Disputed Amounts.

- A. Participating Entity shall use its best efforts to resolve any disputes regarding Transactions directly with the relevant merchant, including any dispute related to the quality of goods or services that are purchased in a Transaction or any warranty received in connection with a Transaction.
- B. Transactions will be disputed in writing within sixty (60) days from the end of the billing cycle. Participating Entity may dispute any amount reflected on a billing statement, including but not necessarily limited to: (a) the amount if it does not

reflect the face value of the Transaction; (b) the amount being disputed is a fee that is not properly accrued under this Agreement; or (c) Participating Entity does not believe it is liable for that amount. Contractor acknowledges that the state cannot pay for goods and services it has not received and agrees to resolve, on a case-by-case basis, disputes reported outside of 60 days.

- C. Transactions made at an island card reader where Participating Entity or Account User did not obtain a receipt at the time of sale are eligible for dispute. However, the receipt may provide the only opposing record to the Transaction information submitted by the merchant. In addition, island card reader Transactions require both a valid Card and DIN to be authorized, and often disputes regarding such transactions are determined to be misuse, in which case the Participating Entity is liable to pay.
- D. Certain Transactions in dispute may qualify for charge back to the merchant. Contractor will use reasonable efforts to charge the Transaction back to the merchant in accordance with Contractor's procedures under its merchant acceptance agreement with the merchant. Any charge back paid by the merchant to Contractor will be credited to the relevant Account.

8. Misuse.

- A. If Participating Entity or an Account User knows of or suspects the loss or theft of a Card or Account or possible Misuse, or if Participating Entity would like to terminate authority of an Account User to use a Card or Account, Participating Entity will notify Contractor by immediately calling 1-866-544-5796. Participating Entity shall adopt and maintain reasonable security precautions and controls to prevent Misuse.
- B. Participating Entity will use reasonable efforts to recover a Card from any individual whose authority to use Participating Entity's Account has terminated or from any unauthorized individual with possession of or access to a Card. Participating Entity agrees to assist Contractor in determining the facts, circumstances and other pertinent information related to any loss, theft or possible Misuse of Card and to comply with such procedures as may be required by the Contractor in connection with Contractor's investigation.

9. Representations by Participating Entity.

By executing a Subsidiary Agreement, Participating Entity represents and warrants to Contractor that: **(a)** this Agreement constitutes the legal, valid, binding, and enforceable agreement of Participating Entity; and **(b)** that Participating Entity's execution and performance of this Agreement **(i)** does not constitute a breach of any agreement between Participating Entity and an individual other than Contractor, or of any duty arising in law or equity, **(ii)** does not violate any law, rule or regulation applicable to Participating Entity, and **(iii)** if Participating Entity is an organization, is within the organizational powers of Participating Entity and has been authorized by all necessary organizational action of Participating Entity.

10. Other Obligations of Participating Entity.

- A. Participating Entity shall provide information requested by Contractor for purposes of Contractor's compliance with federal law related to Participating Entity identification and verification, including, but not limited to, name, business address, and other application information to identify the Participating Entity and/or Account Users.
- B. Contractor may investigate the financial condition of Participating Entity and its subsidiaries and affiliates at any time. If requested, Optional User agrees to furnish Contractor copies of its official and finalized financial statements or other applicable financial information no later than one hundred twenty (120) days following the end of each of its fiscal years. The financial statements shall have been prepared, consistently year-over-year and shall be in accordance with the books and records of the Optional User. Any financial information submitted shall be kept confidential by Contractor in accordance with Exhibit A, Section 21 (Security and Confidential Information).
- C. Participating Entity agrees to provide written notice (a) immediately if Participating Entity becomes insolvent or the subject of bankruptcy or insolvency proceedings, or (b) immediately after any appointment of a receiver or trustee for the benefit of creditors of Participating Entity.
- D. The state of California will be credit qualified as a single entity upon execution of the Master Agreement. Individual state agencies will not be required to credit qualify on their own. Each local governmental agency must individually credit qualify. Contractor will not require the state of California or local governmental agency to provide financial information that Contractor can obtain on its own.

11. Foreign Transactions.

- A. Cards are issued for use by Participating Entity's operations based in the United States but may be used in Canada. Participating Entity may not distribute a Card to an individual based in a country other than the United States. If a Card is used in any country other than the United States, Participating Entity will: (a) be billed in U.S. Dollars; and (b) receive reporting in English.
- B. Contractor will convert any Transaction made in a foreign currency into a U.S. Dollar amount before the Transaction is posted to the Account. The exchange rate between the Transaction currency (the foreign currency) and the billing currency (U.S. Dollars) used for processing an international Transaction is a rate selected by Contractor using rates available in wholesale currency markets for the date that the Transaction is posted by Contractor, which rate may vary from the rate Contractor itself receives, or the government mandated rate in effect at that time. The conversion rate used on the posting date may differ from the rate applicable on the date of the Transaction.

12. Program Information.

Transaction information related to the Account may be provided to merchants who

accept the Card as payment for goods and services.

13. Miscellaneous.

- A.** Participating Entity may purchase dyed special fuel using its Account or Cards. Participating Entity acknowledges that all dyed special fuel purchases will be used according to all applicable laws governing its use. Contractor is not liable in any way for any misuse or mishandling by Participating Entity of any dyed special fuel. Upon request from applicable governmental authorities, Contractor may provide information regarding Participating Entity's dyed special fuel purchases without prior authorization from Participating Entity. Upon request, Contractor must provide notification of such release of information to the Participating Entity and/or FPS Program Manager, unless prohibited.
- B.** Contractor may monitor telephone communications between its employees and its customers for service quality purposes, if caller is notified at the beginning of the telephone communication.
- C.** Contractor's compliance with this Agreement shall be excused to the extent that any failure or delay in performance by Contractor is attributable, in whole or in part, to causes or circumstances beyond Contractor's reasonable control including, but not limited to, acts of God; civil disturbance; war; acts of government and natural disasters.
- D.** If either Party is notified by a state or federal regulatory body that any aspect of the services provided by the Contractor under this Agreement does not comply with any applicable law, regulation, rule, policy, or order, then the affected Party shall give the other Party prompt written notice of the non-compliance. Following notice, the affected obligations will be suspended so long as the affected Party is unable to perform due to the notice given by the state or federal regulatory body.
- E.** No delay or omission by Contractor to exercise any right under the Agreement shall impair such right or be construed to be a waiver of any default. The authorization of Transactions shall not constitute any waiver, including of Contractor's rights with respect to such Transaction. Any single or partial exercise of any such right by Contractor shall not preclude other or further exercise thereof or the exercise of any other right. No waiver, amendment, or other variation of the terms, conditions, or provisions of the Agreement shall be binding on Contractor unless in writing, and then only to the extent set forth in such writing.
- F.** Except as otherwise provided in this Agreement, all notices will be in writing and deemed effective when personally delivered or mailed, first class postage prepaid to the appropriate Party at the address set forth in the application for credit or at such other address as the Parties may indicate from time to time. In addition to the notice methods provided above, the Contractor and Participating Entities agree that a communication: **(a)** by facsimile to a number identified by the recipient as appropriate for communication under this Agreement; or **(b)** by email to or from an address normally used by an Account User for business

communications, shall be considered to be a "writing" and to be "signed" by the Party transmitting it for all purposes.

- G.** Contractor's billing and payment system provides for various billing cycle and payment timing options. In the event Participating Entity desires to change billing cycles Participating Entity must make a request to Fleet Receivables for a billing cycle change. Upon receipt of the request it will be a minimum of thirty (30) business days to change the billing cycle. In addition, any changes to billing cycles will not take effect until after the current cycle has closed. Cycle changes cannot be made mid-month or mid-week from monthly to weekly billing cycles and cycle changes cannot be made mid-week or mid-month from weekly to monthly billing cycles. Cycle changes can only be made once per calendar year for each billing entity.

14. WEXOnline®

A. General

WEX Inc., the parent company of Contractor ("WEX") provides WEXOnline® subject to the following terms of use ("Terms"). WEX owns and operates WEXOnline®. Any Participating Entity's continued use of WEXOnline® constitutes its acceptance of these Terms.

B. Purpose of WEXOnline®

The goal of WEXOnline® is to provide any Participating Entity with access to information about WEX products and services, and certain functionality with respect to the Business Charge Accounts under any Participating Entity's program.

C. Trademarks, Service Marks and Copyrighted Materials

WEX controls and operates WEXOnline®. All content on WEXOnline®, including, but not limited to, text, photographs, images, illustrations, audio clips, and video clips, is protected by copyrights, trademarks, service marks, and/or other intellectual property rights (which are governed by United States and worldwide copyright laws and treaty provisions, privacy and publicity laws, and communication regulations and statutes). The content is owned and controlled by WEX, its affiliates, or by third party content providers, merchants, sponsors and licensors (collectively the "Providers") that have licensed their content or the right to market their products and/or services to users of WEXOnline® using WEXOnline®. Participating Entity agrees to abide by all additional copyright notices, information, or restrictions contained in any content that is presented on WEXOnline®.

Participating Entities may not use any registered or unregistered trademarks, service marks or copyrighted materials appearing on WEXOnline®, including but not limited to any logos or characters, without the express written consent of the owner of the mark or copyright. Participating Entity may not frame, deep link, or otherwise incorporate into another website any of the content or other materials

on this website without WEX's express prior written consent.

Violation of trademark and copyright laws may result in significant civil liability or criminal penalties under United States and/or worldwide copyright and trademark laws.

D. Use of the Site

Participating Entity is accessing WEXOnline® using the Internet and Participating Entity's Internet service provider.

Participating Entity agrees not to use WEXOnline® for any purpose except (a) access to descriptions of WEX products and services and (b) to the extent agreed with WEX, certain specified functionality with respect to the Business Charge Accounts under Participating Entity's program. In using WEXOnline® Participating Entity agrees not to disrupt or interfere with the site, its services, system resources, nor to upload, post or otherwise transmit any viruses or other harmful, disruptive, inappropriate, illegal or destructive files. Participating Entity also agrees not to use, attempt to use, or access other accounts, or create or use a false identity on WEXOnline®.

WEX reserves the right to terminate or suspend access to WEXOnline®, in whole or in part, at any time, with prior notice (except in the event that suspension is needed to prevent an imminent security threat, in which case WEX will provide notice promptly following such suspension).

This site and the information provided on this site is provided "AS IS" without any representation or warranty, express or implied, of any kind, including, but not limited to, warranties of merchantability, noninfringement, or fitness for a particular purpose.

E. Governing Law

WEX operates WEXOnline® (excluding linked sites) from our offices within the state of Maine. The website can be accessed from all 50 states, as well as from other countries around the world. These Terms and Participating Entity's use of the web site shall be governed by the laws of the state of California, without regard to conflict of laws provisions and shall not be governed by the United Nations Convention on the International Sale of Goods. WEX makes no representation that materials on this website are appropriate or available for use in other locations and accessing them from territories where the content is illegal is prohibited. Customers who choose to access WEXOnline® from other locations do so at their own risk and are responsible for compliance with local laws, including laws regarding the transmission of technical data exported from the United States or the country in which the user resides.

15. WEXPay

Contractor will provide single use virtual MasterCard® Cards for purchases made by the Participating Entity only at U.S. merchant locations that do not accept the WEX® Universal Fleet Card. A virtual card is one where there is no plastic issued, only card

numbers. Single use virtual cards may be used for purchases one time only.

The Participating Entity's MasterCard purchases will appear on its WEX® Universal Fleet invoices. Contractor shall process chargeback-eligible disputes in accordance with card association rules and regulations. Purchases are due and payable in full by the Participating Entity upon billing in accordance with the terms of the Contract.

Contractor will provide WEXPay™ Alternative Authorization Instructions for the Participating Entity's distribution to their drivers. When their drivers present the Alternative Authorization Instructions to a merchant, the merchant may, at the merchant's discretion and their own risk, either complete the work or contact Contractor to validate the Participating Entity's account. Contractor will not pre-authorize the transaction if the work has not been completed but WEX will provide the merchant with a reference number so that they may contact WEX upon completion of the work for payment authorization. In order to validate the Participating Entity's account WEX must preview their account information and this may affect their control limits, if the Participating Entity has set them on their account, including the number of transactions available per day and the total daily dollar limits. The Participating Entity should check their current controls (if any) to be certain that they have sufficient limits for these transactions. If they make any changes or set any control limits, the Participating Entity agrees that WEX is authorized to rely on such changes and WEX will not be responsible for any losses resulting from such changes. WEX is not liable on account of any merchant's refusal to honor the MasterCard or to participate in the WEXPay™ process, regardless of the reason.

16. Clearview:

WEX provides ClearView® and ClearView Snap® subject to the following terms of use. ClearView and ClearView Snap are referred to in this Section 16 collectively as "ClearView" or "CV" unless otherwise specified. WEX owns and operates CV. Any Participating Entity's continued use of CV constitutes its acceptance of these Terms. Participating Entity acknowledges and agrees that WEX assumes no responsibility for Participating Entity's use of CV, CV data, or for any of the undertakings set forth in this section.

Purpose of WEX Fleet ClearView: The goal of CV is to allow Participating Entity to perform data analysis for Participating Entity's Accounts (the "Purpose") through the use of this platform. Participating Entity agrees not to use CV for any purpose except to perform analysis on Participating Entity's Account data.

Link and License: Participating Entity may access CV using the user login information we provide. WEX grants Participating Entity a non-exclusive, non-transferable, limited right to log in and access CV. Participating Entity agrees not to purposefully interrupt or attempt to interrupt the operation of CV, its services or system resources in any way and Participating Entity may not modify CV in any way nor upload, post or otherwise transmit any viruses or other harmful, disruptive, inappropriate, illegal or destructive files.

Access and Security: Participating Entity will access CV using the Internet and Participating Entity's Internet service provider through portals provided by WEX and subject to the terms of this MSA.

Participating Entity will receive CV Snap communications through the email account(s) Participating Entity specify to us, whether as part of the set-up of Participating Entity's card program or when Participating Entity add additional CV Snap users to Participating Entity's account. User accounts may not be shared. Participating Entity may not, and will not allow users or any third party under Participating Entity's control to: (a) copy, modify, create a derivative work of, reverse engineer, decompile, translate, disassemble, or otherwise attempt to extract any or all of the source code of CV Snap (except to the extent such restriction is expressly prohibited by applicable law); or (b) sublicense, transfer or distribute any or all of CV Snap. Participating Entity will make reasonable efforts to prevent unauthorized access to or use of CV Snap, and will promptly notify us of any unauthorized use of, or access to, CV Snap of which Participating Entity become aware. Participating Entity will make reasonable efforts to avoid the transmission or introduction of viruses and other malicious code. WEX may suspend with notice or limit use of CV Snap if WEX reasonably suspects violation of these Terms.

Important Disclosures: The availability and effectiveness of portions of CV is dependent upon product codes that the merchant transmits to us. The product codes are assigned by each merchant, and as such, WEX is not responsible for inappropriate product code assignment.

ClearView includes machine learning algorithms that cleanse erroneous data we receive from third parties. WEX assumes no responsibility for the use of CV's correction algorithms, in particular but not limited to any subsequent tax filings that Participating Entity may make using reporting features on CV. WEX does not recommend that Participating Entity use CV to submit for any fuel tax exemption reimbursements as revenue agencies may not accept this as evidence of Participating Entity's purchase and may still require actual sales receipts. Machine learning algorithms delivered in CV are not integrated with any other WEX systems or reporting.

~~On occasion, WEX will make new CV products, modules, and functionality available to customers during a free trial, pilot, or beta test. WEX makes no warranty that this new functionality will be error free or that defects, if any will be corrected. Further, WEX reserves the right to alter and/or discontinue any new CV products, modules, and functionality that are offered as part of a free trial, pilot, or beta test.~~

TZ
2/14/2022



Handwritten signature
02/17/2022

WEX assumes no responsibility for sub-optimal CV use that may result by using a non-recommended browser (as described in the user instructions or enrollment form).

WEX will make an attempt to port in data from other programs and systems, such as customer-generated or third party data. WEX makes no warranty that WEX will be able to successfully import non-WEX originated data into CV or that if successful this data will be error-free or that defects, if any, will be corrected.

Data, such as transactional data from a card swipe, could take up to 24-48 hours to load into CV.

Modifications: WEX reserves the right to modify, change or discontinue any aspect of CV and the products and services accessed via CV at any time upon thirty (30) days prior written notice; provided, however, that such advance notice shall not apply with respect to any such modifications, changes or discontinuations that may be necessary for technical or security purposes, of which WEX will provide written notice within three (3) business days. WEX may also impose limits on certain features and services or restrict Participating Entity's access to parts or all of CV with notice.

Versions: New Versions: WEX may publish revised and/or new versions of both modules and documentation, such as the CV Quick Start Guides, from time to time ("New Version" or "New Versions").

Effect of New Versions: When a New Version is published and/or revised, and if new terms that materially conflict with or supplement existing terms are necessary for CV operation, WEX will deliver such new terms to the State to negotiate an amendment to the MSA incorporating said terms. If the State and WEX cannot come to agreement on said terms, CV shall be removed from this MSA and Participating Entities shall no longer utilize CV. Participating Entity may commence using the New Version once published and/or revised at Participating Entity's election.

Retirement of Versions: WEX may make CV product obsolescence and retirement decisions that maximize customer and marketplace benefits. WEX will notify Participating Entity of such planned obsolescence and retirement decisions.

Representations and Warranties: CV is provided "AS IS" without any representation or warranty, express or implied, of any kind, including, but not limited to, warranties of merchantability, or fitness for a particular purpose. Notwithstanding the foregoing, WEX represents and warrants that to the best of its knowledge and belief: (i) the content developed by WEX available through CV: (a) does not and will not infringe any copyright, trademarks or trade secrets of any third party; and (b) does not and will not constitute a defamation or invasion of the rights of privacy or publicity of any kind of any third party, and (ii) CV does not violate the laws, statutes or regulations of any jurisdiction.

Security

WEX cannot guarantee the security of its databases, nor can it guarantee that the information provided via the Website will not be intercepted while being transmitted to WEX over the Internet.

Cookies

CV may make use of a standard feature of browser software called a "cookie" to assign each visitor a unique, random number. If cookies are disabled at the option of the user, CV may be harder to use.

17. Private Site Program:

WEX provides the Private Site Program subject to the following terms of use.

A. TRANSMISSION OF TRANSACTION DATA TO WEX

1. Participating Entities who elect to participate in the Private Site Program shall be responsible for the purchase and maintenance of the necessary equipment to permit the electronic acceptance of the Card at its Distribution Sites including but not limited to their point-of-sale equipment and networking services. As the site owner, Participating Entity may elect to utilize or override any of the controls built into the Private Site Program. If Participating Entity elects to override any of the controls in place, Private Site Program data may be limited or unavailable.
2. Participating Entity shall collect and transmit the fuel transaction data in accordance with the Minimum Processing Requirements identified below as well as any additional data requirements in the Enrollment Form. Participating Entity must obtain from WEX the necessary acceptance certification for its network and equipment that will be used for processing transactions.

B. MINIMUM PROCESSING REQUIREMENTS

1. Fuel transaction data sent to WEX will be marked "non-financial" and may include, but not be limited to: account number, vehicle number, driver identification number, transaction date, transaction time, site identification number, authorization number, product code(s), quantity, total transaction amount (in gallons of fuel), fuel type, odometer, ticket number and any other information as WEX and Participating Entity may mutually agree upon. WEX will not add taxes on any private site transaction. An active WEX issued card must be present at time of transaction.
2. Unless otherwise specified by the Participating Entity, all transactions require a Pre-Authorization from WEX through networked equipment and use of authorized card accounts. Pre-Authorization verifies presence of WEX issued card at time of transaction and applies any applicable card controls set by Participating Entity.

3. A Pre-Authorization or other approval is not a guarantee that Participating Entity will receive reporting. WEX does not provide reporting to Participating Entity based upon receipt of information during the Pre-Authorization process. Participating Entity is required to submit the completed card transactions via batch, including the Pre-Authorization or other approval, to WEX. Obtaining Pre-Authorization without submitting the card transactions to WEX may result in non-reporting by WEX for such transactions.
4. If Participating Entity has not provided WEX with required information or that WEX needs to interpret, verify, or validate, WEX may not authorize the transaction, report, or report back accurately to the Participating Entity the transaction information. WEX shall provide notice to the Participating Entity of any transactions that it is not able to process due to errors or missing information through its daily card transactions.
5. Any transaction data received by WEX from Purchasing Entity by 5:00 p.m. Eastern Time ("ET") shall be treated as having been received on the next business day.
6. The Participating Entity authorizes WEX to refer to the authorization log to obtain information to complete the processing of transactions in the event that errors are detected. It is understood that the information contained in the authorization log is the "actual, real-time" information received by WEX from the Participating Entity at the time the transaction was authorized. If sufficient information is not available in the authorization log to correct any errors in the transaction file received by WEX from the Participating Entity, then these transactions will be returned back to the Participating Entity for correction.

C. DATA INPUT AND TRANSMISSION

1. If information pertaining to any transaction data is incomplete in transmission such that part or all of the record is likely to vary from what Participating Entity transmitted, WEX may advise Participating Entity of the suspected inaccuracy and request retransmission of the record or other appropriate confirmation. WEX may, with notice to Participating Entity, withhold reporting for such transactions until the record is retransmitted or Participating Entity provides other appropriate confirmation.
2. Purchasing Entity should submit all transactions to WEX for processing within thirty (30) days of the transaction date. WEX may accept transactions up to one hundred and twenty (120) days from the date of the transaction for processing.
3. WEX will not add any taxes to the total Price Per Gallon (PPG) of any private site transactions transmitted by Participating Entity.
4. The Participating Entity shall not accept expired cards or when advised upon authorization inquiry, that the Card is not to be honored. WEX will not

authorize on expired cards.

5. The Participating Entity is responsible for maintaining the price per gallon that is reported to WEX. The Participating Entity authorizes WEX to refer to a default price per gallon table, maintained by WEX, if the Participating Entity does not provide a price per gallon. The table is based upon average price per gallon data collected from all merchants who accept WEX cards.

EXHIBIT G: CONTRACTOR'S TECHNICAL PROPOSAL

The contractor's technical proposal is incorporated by reference in its entirety, only services identified in Exhibit A apply to this agreement.

**RIDER TO ADDENDUM TO THE
FUEL CARD SERVICES AGREEMENT BETWEEN
WEX BANK AND THE STATE OF CALIFORNIA**
(State MSA No. 5-19-99-19)

This Rider ("Rider") is attached to and made a part of the "Addendum to the Fuel Card Services Agreement between WEX Bank and the State of California" ("Addendum"). This Rider and the Addendum are entered as of January 14, 2025 ("Effective Date") by and between Contra Costa County, a political subdivision of the State of California ("County") and WEX Bank, a Utah corporation ("WEX"). The County and WEX are sometimes referred to herein together as the "Parties" and each as a "Party."

1. Incorporation. The terms of State of California MSA No. 5-19-99-19 (the "Agreement") is incorporated in and made a part of the Addendum. This Rider is attached to and incorporated in the Addendum as though fully set forth therein. The County is a Participating Entity under the Agreement. One purpose of this Rider is to make certain changes to the Agreement to ensure that WEX's performance under the Addendum is governed by the same terms that govern WEX's performance under the Agreement.
2. Definitions. Capitalized terms used but not defined in this Rider shall have the same meanings as the terms have in the Addendum and Agreement.
3. Term. The term of the Addendum commences on the Effective Date written above, and it expires June 30, 2026, unless sooner terminated in accordance with Section 2.F. of the Agreement. The County and WEX may amend this Rider to extend the term of the Addendum by two additional years beyond June 30, 2026, provided that the State has extended the Agreement by the same period of time.
4. Agreement to be Bound. By executing this Rider, WEX and the County agree to be bound by the terms of the Addendum and the Rider, and by the terms of the Agreement, as modified by this Rider.
5. Payment Limit. The County will pay WEX in accordance with the terms of the Addendum, provided that all County payments to WEX during the term of the Addendum shall not exceed \$4,000,000 ("Payment Limit"). The County shall be solely responsible for tracking all charges and payments under this Addendum to confirm the County's charges do not exceed the Payment Limit; and the County shall be liable for paying all charges it incurs beyond the Payment Limit during the term of this Addendum. Any increase in the Payment Limit will require County Board of Supervisors' approval, but, otherwise, will be treated as an administrative amendment that will be effective immediately upon written notice to WEX by the County's Purchasing Division.
6. General Terms and Conditions. For purposes of the Addendum only, Exhibit C to the Agreement is further modified, as follows:

- a. Audit. For purposes of the Addendum, the first sentence in Section 4 (Audit) shall be deemed deleted and replaced with the following sentence, to read:
 “Contractor agrees that the County or its designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement.”
 - b. Deletion. For purposes of the Addendum, Section 18 (Priority Hiring Considerations) is deleted because it does not apply to the County.
7. Insurance. The Contractor shall provide the County evidence of the policies of insurance required in Exhibit D (Insurance Requirements) to the Agreement.
 8. Order of Precedence. The order of precedence shall be: first, this Rider; second, the Addendum; and third, the Agreement. If the County issues any purchase order, it shall be governed by the terms of the aforementioned instruments only, and any terms and conditions included in any purchase order shall have no effect. .
 9. Notices. Notices to the parties shall be provided to:

Contractor

Address: WEX Bank
 111 East Sege Lily Drive, Suite 250
 Sandy, UT 84070
 Telephone: (801) 568-4345
 Contact: Tanya Watson, Government Sales Executive
 Email: legalnotice@wexinc.com

County

Address: Contra Costa County-Purchasing Services
 40 Muir Road, 2nd Floor
 Martinez, CA 94553
 Telephone: (925) 957-2495
 Contact: Cynthia Shehorn, Procurement Services Manager
 Email: cindy.shehorn@pw.cccounty.us

All notices shall be in writing and personally delivered, delivered by overnight carrier with delivery charges for next day delivery prepaid by the sending party, or sent by First Class, certified mail return receipt required, U.S. Mail, with postage prepaid by the sending party. A courtesy copy of a notice may be given by email, but giving a courtesy copy of a notice by email does not relieve the sending party of its obligation to give notice to the receiving party in the manner required by this section. A notice given in accordance with this section shall be deemed received by the receiving party on (a) the same day, if personally delivered, (b) the next business day, if timely deposited with an overnight carrier and with delivery charges prepaid to ensure next day delivery, and (c) on the fifth day after mailing, if mailed by First Class, certified mail, return receipt required, U.S. Mail with postage prepaid.

10. Amendment. This Rider may be amended in a writing executed by both Parties.

11. Counterparts. This Rider may be executed in counterparts that, together, constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Rider as of the Effective Date.

Participating Entity: Contra Costa County	Contractor: WEX Bank
Signature:	Signature:
Name: Cynthia Shehorn	Name: Tanya Watson
Title: Procurement Services Manager	Title: Government Sales Executive
	Signature:
	Name:
	Title:

Approved as to form:
Thomas L. Geiger, County Counsel

By: _____
Assistant County Counsel

Attachments:

- 1) Addendum to the Fuel Card Services Agreement between WEX Bank and the State of California
- 2) Fuel Card Services Agreement between WEX Bank and the State of California



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-141
C.105.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Purchase Order Amendment with Dugmore & Duncan, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the County, a purchase order amendment with Dugmore & Duncan, Inc., to increase the payment limit by \$801,000 to a new payment limit of \$1,000,000 and extend the term through December 10, 2029, for locks and door hardware as needed by the Public Works Facilities Division, under the terms of State of California Multiple Award Schedule (CMAS) Contract 3-23-07-1014, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget (100% General Fund)

BACKGROUND:

The Public Works Department, Facilities Services, has a California Multiple Award Schedule (CMAS) contract with Dugmore & Duncan, Inc (CMAS Pricing #: 3-23-07-1014) for the term of February 1, 2024 through December 10, 2029. The Public Works Department leveraged the CMAS contract which allows the purchase of security and detection system products as needed by the Public Works Department with Blanket Purchase Order Number 029811. The urgent need to expedite blanket award 029811 was for the critical need to purchase door hardware, proprietary key systems and key blanks, which are County standard equipment. Now that Public Works has identified the full scope of work and the cost associated, the purchase order must be amended to add \$801,000.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the Public Works Department will not be able to provide door hardware to County Facilities.

State of California

MULTIPLE AWARD SCHEDULE

NON-MANDATORY

Dugmore & Duncan, Inc.

CMAS NUMBER:	3-23-07-1014
SUPPLEMENT NUMBER:	1
CMAS TERM DATES:	7/17/2023 through 12/10/2029
EFFECTIVE DATE:	12/03/2024
CMAS CATEGORY:	Information Technology Goods and Services
APPLICABLE CMAS TERMS & CONDITIONS:	March 1, 2023
MAXIMUM ORDER LIMIT:	State Agencies: See Purchasing Authority Dollar Threshold provision Local Government Agencies: Unlimited
FOR USE BY:	State & Local Government Agencies
BASE SCHEDULE #:	47QSWA20D002B
BASE SCHEDULE HOLDER:	D. H. Pace Company, Inc.
PROGRAM ANALYST	Bryan Dugger bryan.dugger@dgs.ca.gov

This California Multiple Award Schedule (CMAS) provides for the purchase, warranty, installation, integration, maintenance, and repair of surveillance systems, security and detection systems, and smart building systems. (See pages 3 and 4 for the job titles and restrictions applicable to this CMAS.)

This supplement is to extend this CMAS through 12/10/2029. In addition, this supplement replaces the existing CMAS. The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions, and CMAS Terms and Conditions. Review these provisions carefully as they have changed.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

NOTICE: Products and/or services on this CMAS may be available on a Mandatory State Contract. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the State Contract User Instructions. Information regarding State Contracts can be obtained at the: [State Contracts Index Listing](#). This requirement is not applicable to local government agencies.

Any reference to a specific manufacturer's or publisher's warranty or terms and conditions as shown in the base schedule are not applicable to this CMAS.

Buyers must verify that the CMAS contractor has a letter of authorization from the manufacturer or an authorized distributor for the sale of the products covered by this CMAS. Service specific letters of authorization from the manufacturer are required if the CMAS contractor is providing installation, maintenance, and repair services.

The services provided under this CMAS are only available in support of the products covered by this CMAS.

Agency non-compliance with the requirements may result in the loss of CMAS program delegated purchasing authority.

CMAS contractor non-compliance with the requirements may result in termination.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base schedule for the products and/or services available.

ACD-Software
Brand-Corbin Russwin
Brand-HES
Brand-Medeco
Brand-Norton
Brand-RS2
Brand-Sargent
Brand-Securitron
Brand-Yale
Security-Access Control System
Security-Surveillance System
Service-Hardware Installation
Service-Hardware Maintenance
Service-Hardware Repair

AVAILABLE PRODUCTS AND/OR SERVICES

This CMAS provides for the purchase, warranty, installation, integration, maintenance, and repair of surveillance systems, security and detection systems, and smart building systems.

The ordering agency must verify all products and/or services are currently available on the base General Services Administration (GSA) schedule.

Only the following job titles are available within the scope of this CMAS:

Technician I (CED)
Technician II (COD)

The ordering agency must verify the following current information about the job titles available in the base schedule at the General Services Administration (GSA) eLibrary:

- Description of the functional requirements
- Minimum education and experience requirements
- Maximum pricing allowed (lower pricing acceptable)

FIND BASE SCHEDULE PRICING

Once on the Contractor Information page for a specific GSA schedule, the pricelist can be found either in the Contractor Terms & Conditions (T&Cs)/Pricelist document or at GSA Advantage. The Contractor T&Cs/Pricelist document is provided by the contractor as a requirement of GSA and can be found under the Contractor T&Cs/Pricelist heading by clicking on the page icon.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

If the contractor has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either:

- 1) If products, a listing of all products available for the contractor under this contract
- 2) If services, the same document provided under the column Contractor T&Cs/Pricelist by clicking View Contractor Information and then View Contractor Catalog.

EXCLUDED PRODUCTS AND/OR SERVICES

The purchase of non-Information Technology products, software maintenance as a service, ancillary supplies and services, and order-level materials are not available under this CMAS.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

**Dugmore & Duncan, Inc.
11870 Community Road
Poway, CA 92064
Attn: Lisa Cullum**

E-mail: lisa@dugmore.com

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

**Contact: Lisa Cullum
Phone: (781) 927-2141
E-mail: lisa@dugmore.com**

TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at their website. The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at their website.

CALIFORNIA SELLER'S PERMIT

The CMAS contractor's California Seller's Permit Number is 207-096864. Prior to placing an order with this company, agencies must verify that this permit is still valid at the California Department of Tax and Fee Administration website.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this CMAS.

CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

PRICE DISCOUNTS

This CMAS contains dollar volume discounts. See the base schedule for the specific discount percentage.

GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) DISCLOSURE NOTIFICATION

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidders/Offerors must notify the State in writing if their solution or service includes, or makes available, any GenAI technology, including GenAI from third parties or subcontractors. The State has developed a GenAI Reporting & Factsheet to be completed by the Bidder/Offeror.

1. State Agencies

State agencies are required to obtain a GenAI Reporting & Factsheet (STD 1000) from the Contractor prior to award.

If GenAI is disclosed by the Contractor, state agencies must follow the required GenAI purchase procedures outlined in State Contracting Manual (SCM) Volume 2, Chapter 23, Generative Artificial Intelligence (GenAI). State agencies must retain the STD 1000 and confirmation the purchase may proceed in their procurement file.

2. Contractor

Upon request by an ordering agency, Contractor must complete an GenAI Reporting and Fact Sheet (STD 1000) to identify if their solution or service includes, or makes available, any GenAI including, GenAI from third parties or subcontractors.

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

Note: A STD 1000 is not required if the purchase is only for commodity types that do not include a technology or service component. Commodity purchases that would NOT be exempt include items with a technology component, including but not limited to: Bluetooth, network, cloud computing, and software use.

EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

IRAN CERTIFICATION

This CMAS contractor has certified compliance with the Iran Contracting Act, per PCC 2001-2008. It is the agency’s responsibility to verify that the contractor has an Iran Contracting Act Certification on file.

CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010 applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency’s responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

WARRANTY

For warranties, see the base schedule and the CMAS Warranty provision in the CMAS Terms and Conditions/General Provisions.

DELIVERY

30 days after receipt of order or as negotiated between agency and CMAS contractor and included in the purchase order.

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Origin. Buying agency pays the freight charges.

State agencies shall follow the instructions below whenever the weight of the purchase is 100 lbs. or more and F.O.B. Destination, Freight Prepaid is not used. This requirement is not applicable to local government agencies.

All shipments will be made by ground transportation unless otherwise ordered on the purchase order.

Traffic Management Unit (TMU) approval is not required for any Leveraged Procurement Agreement negotiated by DGS; however, it is recommended that state agencies contact TMU for a freight weight comparison using the [Freight Analysis Worksheet](#) on the TMU website, under the "Forms" heading to ensure the state is getting the most reasonable shipping cost.

Note: If shipping charges for purchases weighing less than 100 lbs. appear to be excessive (e.g., \$500 for a 5 lb. package where the shipping charge is a percentage of the cost of the item being purchased), departments are encouraged to contact TMU for help to obtain more appropriate pricing. TMU contact information can be found at the [TMU website](#).

PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold, unless an exemption is granted by the Department of General Services (DGS) Purchasing Authority Unit (PAU). State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the [List of State Departments with Approved Purchasing Authority](#) website.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

HOW TO USE CMAS

State agencies must adhere to the requirements in the State Contracting Manual (SCM) Volume 2, Chapter 1600 and CMAS Ordering Instructions and Special Provisions when using CMAS.

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements see SCM, Volume 2, Sections 305 and 1202.
- Clearly defined Tasks (what needs to be done) and Deliverables (outcome of each task, i.e., reports, procedures manual, etc.) must be included in the State's SOW.
- A Work Order Authorization (WOA) may be used to document completion of pre-determined tasks, but only if the tasks are clearly defined in the SOW. The WOA may be used to approve release for the next phase of the agreement but cannot be used to identify any tasks other than the ones called out in the SOW. The WOA will be signed by all parties and may be submitted for progress payments under the award.
- Projects can be performed on a Fixed Price Per Deliverable (FP/D). Fixed Price; FP/D: A defined service, or set of services, performed by Contractor in response to a defined task, or set of tasks, at a specific fixed price, and delivered per a specific schedule. Note: When using FP/D the Statement of Work must describe in detail the particular project and the work that the selected Qualified Contractor will be required to perform.
- For Consulting or Personal services, do not include any labor categories/job titles or number of hours limit in RFO Requirements or the SOW. The CMAS Contractor provides this information in their Attachment B Cost Worksheet. The State does not have the expertise to make this decision (GC 19130(b)).
- Search for potential CMAS contractors on the CMAS website and select "Find a CMAS Contractor."
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or able to perform the services needed. (Government Code 14846(b)).
- A valid attempt must be made to secure offers from viable CMAS contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for obtaining offers (SCM Volume 2, Section 1670.2).
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed by the DVBE prime contractor and/or any DVBE subcontractors and submitted with the offer (SCM Volume 2, Section 1201).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, Administrative and Technical Requirements, etc. are not applicable. (SCM Volume 2, Section 1603).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer. The reason must come from the CMAS contractor.
- Assess the offers received using best value criteria including cost as one of the criteria (SCM Volume 2, Section 1603).
- Issue a Purchase Order to the selected CMAS contractor.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

- For CMAS transactions under \$10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases. See SCM Volume 2, Section 1510 for Fair and Reason criteria.

Local agencies must follow their own procurement regulations. For more information see the Local Agency packet available online.

AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes. This responsibility includes, but is not limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's best interests, obtaining required approvals, and documenting compliance with GC 19130.b(3) for outsourcing services.

It is the responsibility of each agency to consult with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order. If legal services are not available within your agency, DGS Office of Legal Services is available to provide services.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited. Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited per State Administrative Manual (SAM) 4819.34.

This provision does not apply to local government agencies.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

ORDERING PROCEDURES

1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website, select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

3. Multiple CMAS Agreements on a Single Purchase Order

State agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word “CMAS” in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word “CMAS” signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the State agency’s purchasing authority dollar threshold granted by DGS PAU.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number “3” and a non-IT CMAS begins with the number “4.” The purchase order limits are different for these CMAS agreements.

4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volume 2, Section 1605 provides the following directions regarding amendments to all types of LPA purchase orders:

Original orders, which include options for changes (e.g., quantity or time), that were assessed and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless a Non-Competitively Bid is approved for those amendments.

Amendments unique to Non-IT Services:

If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended. Per PCC 10335 (d)(1), a contract may only be amended once under this exemption. The time shall not exceed one year, or add not more than 30 percent of the original order value and may not exceed \$250,000. If the original contract did not have language permitting amendments, the Non-Competitively Bid process must be followed.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a large business enterprise.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies must first consider offers from small businesses that have established CMAS agreements (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners can be found on the CMAS website by selecting "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.
2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:
 - a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 - b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:
 - i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and
 - ii. Include the SB or DVBE certification number of each company listed and attach a copy of each certification; and
 - iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and
 - iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

WITHHOLD LANGUAGE (SB588)

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold \$10,000 from the final payment, or the full final payment if less than \$10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct \$10,000 from the final payment or the full payment if less than \$10,000.

PRODUCT SUBSTITUTIONS

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

SPECIAL MANUFACTURED GOODS

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

TRADE-IN EQUIPMENT

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.

Agencies are required to adhere to SAM 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Standard 152, must be submitted for approval prior to disposition of any State owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

STATE AGENCY BUY RECYCLED CAMPAIGN

State ordering agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign per PCC 12200 through 12217.

Contractor will be required to complete and return a Recycled-Content Certification form upon request by the state ordering agency.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

ELECTRONIC WASTE RECYCLING

State agencies are required to recycle state owned surplus electronic equipment that has no useful life remaining (E-Waste) to the maximum extent possible. State agencies shall dispose of E-Waste using the services of the California Prison Industry Authority (CALPIA), unless the agency meets the pickup quantity and location exemption criteria detailed in SAM 3520.10. Electronic equipment that is usable and still retains value is not considered E-Waste and must be reutilized through DGS, Office of Fleet and Asset Management (OFAM) Surplus Personal Property Warehouse.

State agencies shall determine which equipment meets the definition of E-Waste or reusable Electronic Equipment per the definitions provided in the SAM Management Memo (MM) 17-06. OFAM will validate that equipment meets the appropriate definition when reviewing the submitted Property Survey Report (Standard 152).

The electronic waste recycling fee must be shown as a line item on the agency purchase order before the CMAS contractor can include it on their invoice.

See SAM 3520.10 for more information on this policy.

Information for submitting a Standard 152 can be found on the [DGS OFAM surplus property website](#).

Information on the [E-Waste - CALPIA Store and the E-Waste Exemption Request Form EWR-F400](#) can be found at the CALPIA website.

PRODUCTIVE USE REQUIREMENTS

The customer in-use requirement applies to all procurements of information technology equipment and software, per Statewide Information Management Manual Section 195.

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the contractor's organization (not owned by the contractor and not owning the contractor).

To substantiate compliance with the Productive Use Requirements, the CMAS contractor must provide upon request the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

Category 1 - Critical Software: Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

Cost	Installation	Final Bid Submission
More than \$100,000	8 months	6 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in SAM 4819.2.

Cost	Installation	Final Bid Submission
More than \$100,000	6 months	4 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

PRODUCT INSTALLATION

The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications.

The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project.

PUBLIC WORKS (INSTALLATION SERVICES ONLY)

A public works contract is defined as an agreement for “the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind” in accordance with PCC 1101. State agencies planning these types of projects need to review SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Visit the DGS, [Real Estate Services Division \(RESA\) website](#) if you have questions about public works transactions.

Agency CMAS purchase orders may allow for public works installation only when it is in support of the products covered by this CMAS.

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and subcontractor licensing, prevailing wage rates, bonding, labor code requirements, etc. are adhered to by the prime contractor as well as any subcontractor during performance under the CMAS purchase order.

The bond amount for public works is not less than 100% of the purchase order price.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

NOTE: In accordance with Labor Code (LC) 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency's office and will be made available upon request. The prevailing wage rates are available from DIR at www.dir.ca.gov (select Statistics & Research).

Bonds: For guidelines, see CMAS, General Terms and Conditions, Public Works Requirements.

State Contractor's License: Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should visit the [State Contractor's License Board](#) website to verify that the Contractor's License shown below is still active and in good standing.

The CMAS contractor's California Contractor's License number is 1111862. This is a Class C28 Lock and Security Equipment license that is valid through 10/31/2025.

Cable and Wire: Cable and wire products that are purchased under this CMAS must be for information technology projects only (computers, telecommunications, and security systems) and cannot be used for general purpose installations.

Purchase orders for cable and wire installation services only are prohibited.

Cable and wire installations under this CMAS must be installed and tested to EIA/TIA Standards.

Agency questions regarding the purchase and/or installation of cable and wire for computers and/or telecommunications may be directed to the California Department of Technology, Statewide Telecommunications and Network Division.

NOT SPECIFICALLY PRICED ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the NSP Items provision.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.
2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.
3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base schedule may not be identified as an NSP item.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.
5. Maximum Order Limitation: For orders \$250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed \$5,000. For orders exceeding \$250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order or \$25,000 whichever is lower.
6. An NSP item included in an order issued against this CMAS is subject to all of the terms and conditions set forth in the CMAS.
7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items **are specifically excluded** from any order issued under this CMAS:

1. Items not intended for use in direct support of the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base schedule, is subordinate to a specifically priced printer and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer that is not otherwise specifically priced in the base schedule, is not subordinate to a specifically priced cable and is not eligible to be an NSP item.
2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.
3. Items that do not meet the Productive Use Requirements for information technology products, per Statewide Information Management Manual Section 195.
4. Any other item or class of items specifically excluded from the scope of this CMAS.
5. Public Works and other services NOT in support of the products covered by this CMAS.
6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
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7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not comply with the above requirements. The CMAS contractor will promptly notify the agency issuing the noncompliant order of its rejection and the reasons for its rejection.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding. See complete [PCC 10298](#) language at the California Legislative Information website.

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding. See complete [PCC 10299](#) language at the California Legislative Information website.

SELF-DELETING BASE SCHEDULE TERMS AND CONDITIONS

Instructions or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions take precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets, or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements; however, there is no guarantee that every requirement that pertains to all State processes has been included.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Standard 204)

State Agencies must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

3. DGS Administrative and Incentive Fees

Orders from State Agencies:

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

For more information on the incentive fees see the [CMAS Management Guide](#).

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
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4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

The CMAS contractor accepts the State of California credit card (VISA CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

7. Leasing/Financing

California State Agencies should use the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is \$100,000.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

8. Lease/Purchase Analysis

California State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental and retain a copy for future audit purposes (SAM 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by DGS Office of Legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS Smart State Financial Marketplace. Buyers may contact the GS Smart Unit via e-mail at SFM@dgs.ca.gov for further information.

9. Leasing

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS Smart and/or Lease Smart). If payment is via the financial marketplace, the CMAS contractor will invoice the State and the State will approve the invoice. The selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State. Buyers may contact the GS Smart Unit via e-mail at SFM@dgs.ca.gov for further information.

10. Maintenance Tax

The California Department of Tax and Fee Administration has ruled that in accordance with Section 1546 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For agreements that provide for only maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.
2. For agreements that provide for both maintenance services and consumable supply items (e.g., toner, developer, staples), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, State agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies used during the performance period of the maintenance contract.

The Contractor will be required to itemize the taxable consumables for State accounting purposes.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
DUGMORE & DUNCAN, INC.
CMAS NUMBER 3-23-07-1014, SUPPLEMENT NUMBER 1**

OBTAINING COPY OF CMAS

A copy of this CMAS can be obtained at [Cal eProcure](#). Links to the CMAS terms and conditions and base schedule are available on the front page of this CMAS agreement.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline verification that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific location in the base schedule that include the required products, services, and prices. Once verified, agencies should save the information for their file documentation.

FEDERAL DEBARMENT

When federal funds are expended, the agency is required to obtain (retain in file) a signed “[Federal Debarment](#)” certification from the CMAS contractor before the purchase order is issued. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

AMERICANS WITH DISABILITY ACT

To view the [DGS Accessibility Policy](#), please visit the DGS website.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-142
C.106.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: APPROVE and AUTHORIZE the Purchasing Agent to execute a blanket purchase order with National Trench Safety, Inc., for purchases of trench plates, K-rails, and railroad spikes.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with National Trench Safety, Inc., in an amount not to exceed \$500,000, for the purchase of trench plates, K-rails, and railroad spikes for road and flood control maintenance work, for the period of January 14, 2025, through January 13, 2028, Countywide.

FISCAL IMPACT:

100% Local Road and Flood Control District Funds.

BACKGROUND:

The Contra Costa County Public Works Department maintains over 660 miles of roads, 79 miles of creeks and channels, and 29 detention basins and dams throughout Contra Costa County. The County uses trench plates and K-rails for routine maintenance operations, as well as for the County's response to storms and other disaster events. During active construction, trench plates are placed over open excavations to allow for safe passage of vehicles over the excavation area. During storm events, sinkholes or other distresses may appear; when appropriate, trench plates may be placed over the sinkholes and/or distresses as an emergency protective measure to allow safe passage of vehicles and continued usage of the roadway. K-rails are used for various purposes related to road safety, construction, and traffic management throughout the County.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the blanket purchase order will prevent the Public Works Department from completing routine and emergency road maintenance and flood control in a timely manner.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-143
C.107.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Warren Lai, Public Works Director/Chief Engineer

Report Title: Correction to the dates of a Terms of Use Agreement and Purchase Order with Hewlett Packard Enterprise for a three-year warranty and support for a Nimble Storage Solution.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE clarification to the Board's December 3, 2024 approval (Item C.131) of a Terms of Use Agreement and a purchase order with Hewlett Packard Enterprise in an amount not to exceed \$35,981 for a three-year warranty and support for a Nimble Storage Solution, clarifying that the term is September 19, 2024 through September 18, 2027, Countywide.

FISCAL IMPACT:

100% Various Road, Flood Control, and Special District Funds.

BACKGROUND:

Warranty and Support for the Public Works Department's Nimble Server Storage expired on September 18, 2024. Renewing the warranty and support for a Nimble storage solution is essential to maintain high performance, reliability, and data security. Active support provides access to critical firmware updates, proactive health monitoring, and expert technical assistance, minimizing the risk of unexpected downtime and costly data loss. By renewing, Public Works will protect its investment, ensure storage infrastructure remains resilient and optimized, and maintain the agility needed to scale and support evolving department needs.

The Terms of Use Agreement requires Board approval because it includes indemnification and limitation of liability language which has been reviewed and approved by County Counsel.

On December 3, 2024, the Board of Supervisors approved staff report Item C.131 authorizing the Purchasing Agent to execute a Terms of Use Agreement in an amount not to exceed \$35,981 for a three-year warranty and a purchase order with Hewlett Packard Enterprise and support for a Nimble Storage Solution for the period December 1, 2024 through November 30, 2027. The purpose of this staff report is to modify the period to September 19, 2024 through September 18, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If the correction to the period of support is not approved, the Public Works Department will have a gap in service which may expose the Department to significant risks, including loss of access to crucial firmware updates, security patches, and predictive analytics, which could lead to increased downtime and vulnerability to

data breaches. Without active support, the Department will be left without technical assistance for resolving issues, potentially resulting in extended disruptions and costly data recovery efforts.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-144
C.108.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Claims

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

DENY claims filed by CSAA o/b/o Jasmine Jack; Nicolas Bravo; Patricia Bynum; Charles Michael Johnson III; Helen J. Jones; Zack Kheir; and Subro Claims Insurance, o/b/o Geico Insurance Ashanti Ateasha Nichell Smith. DENY late claims filed by Praveen Gupta; M.Breen, A. Gonzalez, G. Breen-Gonzalez, E. Gonzalez Breen.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

CSAA on behalf of Jasmine Jack: Property claim for damage to vehicle in an undisclosed amount.

Nicolas Bravo: Civil rights claim for cruel and unusual punishment in an amount to exceed \$25,000.

Patricia Bynum: Elder abuse claim related to court proceedings in the amount of \$2,000,000.

Charles Michael Johnson III: Property claim for lost personal items in the amount of \$135.

Helen J. Jones: Property claim for damage to vehicle in the amount of \$3,129.30.

Zack Kheir: Personal injury claim related to dangerous condition of trees in the amount of \$1,000,000.

Subro Claims Incorporated o/b/o Geico Insurance a/s/o Ashanti Ateasha Nichell

Smith: Subrogation claim for damage to vehicle in the amount of \$43,004.77.

Praveen Gupta: Request that the Board of Supervisors accept a late claim related to property dispute.

M.Breen, A.Gonzalez, G.Breen-Gonzalez, E.Gonzalez Breen: Request that the Board of Supervisors accept a late claim related to habitability of public housing.

CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claims could extend the claimants' time limits to file actions against the County.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-145
C.109.

Agenda Date: 1/14/2025

Agenda #:

To: Board of Supervisors

From: David O. Livingston, Sheriff-Coroner

Report Title: AT&T, Inc. for Cisco Systems, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RESCIND prior Board action (24-3827) from November 12, 2024, which approved and authorized the Purchasing Agent, or designee, to execute on behalf of the Sheriff-Coroner, a purchase order with AT&T, Corp., a third-party vendor of Cisco Systems, Inc., in an amount not to exceed \$368,862, for catalyst routers, switches and associated software and support, for the term August 1, 2024 through July 31, 2029; and

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Sheriff-Coroner, a purchase order with AT&T, Corp., a third-party vendor of Cisco Systems, Inc., in an amount not to exceed \$355,641, for catalyst routers, switches and associated software and support, and agree to the AT&T Business Service Guide terms, for the term August 1, 2024 through July 31, 2029.

FISCAL IMPACT:

Approval of this request will result in a one-time expenditure of \$355,641 and will be funded 96% by UASI Grant FY22 and 4% by the General Fund.

BACKGROUND:

The Office of the Sheriff's wide-area network (WAN) is comprised of Cisco networking equipment (routers, switches, and SFPs) and is managed by the Cisco DNA software. There are more than 25 locations within the Sheriff's Office (SO) that need to be connected to the SO network. Some of the smaller locations are operating on networking equipment that is over 20 years old. That equipment, specifically the Cisco 3000 series switches, is no longer manufactured, sold or supported by Cisco. The locations with outdated equipment need to be upgraded to the current 9000 series switches to meet our present security, capacity, and performance needs. Cisco network products are the industry standard. All Contra Costa County departments, including the Office of the Sheriff, use Cisco equipment. For product and support consistency, the department prefers buying the latest Cisco network equipment.

On November 12, 2024 the Board of Supervisors approved the Purchasing Agent to execute a purchase order with AT&T, Corp. a third-party vendor of Cisco Systems, Inc. The purchase was to be made pursuant to the 2021 letter agreement between Cisco Systems, Inc. and Contra Costa County. However, AT&T insisted the purchase also be made pursuant to the AT&T, Corp. Service Guide. The amount of the purchase has also been

updated.

This purchase is made pursuant to both the 2021 letter agreement between Cisco Systems, Inc. and Contra Costa County and the AT&T, Corp. Service Guide. The AT&T, Corp. Service Guide terms obligate the County to indemnify AT&T and Cisco against liability, for claims arising out of or resulting from any misrepresentation or breach of the terms of the Cisco equipment migration plan.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not approve, the existing outdated hardware will not be supported, exposing the SO network to potential cybersecurity threats. In addition, the network could face significant downtime should any of this equipment fail, crippling our functionality and potentially endangering public safety.