CONTRA COSTA COUNTY

BOARD CHAMBERS, 1025 ESCOBAR STREET
MARTINEZ, CA 94553

AGENDA

Tuesday, October 17, 2023

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 Federal D. Glover, 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 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" 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://cccounty-us.zoom.us/j/87344719204. 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.

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.

1. CALL TO ORDER; ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

1. Agency Negotiators: Monica Nino.

Employee Organizations: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; and Teamsters Local 856.

2. Agency Negotiators: Monica Nino.

Unrepresented Employees: All unrepresented employees.

B. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): [One potential case.]

4. Inspirational Thought-

"Show respect to all people but grovel to none." – Tecumseh, Shawnee warrior and chief

5. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.98 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor. Items removed from the Consent Calendar will be considered with the Discussion Items.

6. PRESENTATIONS

PR.1 PRESENTATION recognizing October 2023 as Domestic Violence Awareness Month. (Marla Stuart, Employment and Human Services Director)

PR.2 PRESENTATION proclaiming the week of October 9th-13th 2023 as Latinx Mental Health Awareness Week. (Supervisor Gioia)

PR.3 PRESENTATION proclaiming October 20, 2023 as Community Media Day. (Kristi Jourdan, Communications and Media Director)

7. DISCUSSION ITEMS

D.1. CONSIDER waiving the 180-day sit-out period for Clerk-Specialist Level Carla Williams, in the Office of the Sheriff; FIND that the appointment of Ms. Williams is necessary to fill a critically needed position; and APPROVE and AUTHORIZE the hiring of County retiree Ms. Williams as a temporary County employee effective November 1, 2023, and serving through October 31, 2024. (Steve Simpkins, Assistant Sheriff) **23-590**

D.2. CONSIDER adopting the proposed 2024 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated that there will not be a quorum of Board members present, as well as noting the dates for the specific events planned for the year. (Monica Nino, County Administrator) **23-591**

Attachments: BOS schedule 2024 DRAFT.pdf

D.3. RECONSIDER the Board's October 3, 2023, selection of Vice-Chairperson of the Board of Supervisors for calendar year 2024 (Supervisor Carlson) **23-592**

Attachments: BOS Historical List 2000-2023.pdf

D.4. CONSIDER accepting status report on the Continuum of Care Reform, updates on services, collaborations, goals, and impacts to at-risk youth served, as recommended by the Family and Human Services Committee. (Marla Stuart, Employment and Human Services Director) **23-593**

Attachments: CCR Impact Report 10-2023
CCR FHS 10-2023.pdf

D.5. CONSIDER approving Measure X Phase 2 Innovation Fund awards totaling $1,647,500 to specified applicants and DIRECT the County Administrator to negotiate and execute grant contracts with each recipient and take other related follow-up actions. (100% County General Fund, Measure X sales tax) (Julie Enea, County Administrator's Office) **23-667**

Attachments: ATTACHMENT 1_FUNDING RECOMMENDATIONS
Attachment 2 Scoring Rubic.pdf
Measure X Innovation Fund Phase 2 BOS Presentation 10-17-23
ATTACHMENT_3_2022-23 Innovation Fund Phase II RFP_FINAL

D.6 CONSIDER consent item previously removed.

D.7 PUBLIC COMMENT (2 Minutes/Speaker)

D.8 CONSIDER reports of Board members.

8. ADJOURN

9. CONSENT CALENDAR

Airports

C.1. APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 3 to the Consulting Services Agreement between the County and the KPA Group dated March 12, 2019, for the Buchanan Field terminal project, to increase the payment limit by $66,040, from $1,258,600 to a new limit of $1,324,640. (100% Airport Enterprise Fund) **23-594**

C.2. APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Peter Baker, for a south-facing hangar at Buchanan Field Airport effective October 1, 2023, in the monthly amount of $359.00, Pacheco area (100% Airport Enterprise Fund). **23-595**

Attachments: Hangar Rental Agmt pg 4-5 CCR E-4

C.3. APPROVE and AUTHORIZE the Director of Airports, or designee, to execute an amendment with Mead & Hunt, Inc., to extend the term to September 30, 2024, with no change to the payment limit for the Per- and Polyfluoroalkyl Substances (PFAS) work plan and final report for Buchanan Field Airport. Concord Area. (District IV) (No fiscal impact) **23-596**

Attachments: Contract Amendment_1_Extension PFAS Investigation

Board of Supervisors

C.4. APPROVE the Fiscal Year 2023/2024 Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund Allocation in the amount of $255,000 and take related actions, as recommended by Supervisor Glover. (100% Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source funds) **23-597**

Attachments: Budget Amendment No. BDA-23-00291

Board Standing Committees (referred items)

C.5. ACCEPT report prepared by the Animal Services Director on FY 2022/23 Animal Benefit Fund receipts and expenditures, as recommended by the Internal Operations Committee. (No General Fund impact) **23-598**

Attachments: ABF Presentation 2023

Clerk of the Board

C.6. ADOPT Resolution No. 23-584 proclaiming October 2023 as Domestic Violence Awareness Month, as recommended by the Employment and Human Services Director. **RES 23-584**

C.7. ADOPT Resolution No. 23-578 proclaiming October 20, 2023 as Community Media Day, as recommended by the Director of the Office of Communications & Media. **RES 23-578**

C.8. ADOPT Resolution No. 23-583 to proclaim the week of October 9th-13th 2023 as Latinx Mental Health Awareness Week, as recommended by Supervisor Gioia. **RES 23-583**

C.9. ADOPT Resolution No. 23-579 proclaiming the week of October 21-28, 2023 as "California Flood Preparedness Week" in Contra Costa County, as recommended by the Public Works Director, Countywide. (No fiscal impact) **RES 23-579**

C.10. APPOINT Bolston Jones to the Community Member Seat #1 on the Advisory Council on Equal Employment Opportunity to complete the current term ending November 30, 2023, and to a new three year term ending November 30, 2026. **23-601**

Attachments: Bolston Jones Application

C.11. APPOINT, in lieu of election, John Jackson and Thomas Robinson to the Board of Trustees of Reclamation District No. 2024 (Orwood and Palm Tracts) for terms ending December 2027, as recommended by the County Administrator. **23-602**

Attachments: Reclamation District 2024 Letter 2023

C.12. APPOINT Denarious Daniels to the City Representative (east County sub-region) seat to a new three-year term ending on June 30, 2026 and Sarah Allen to the Community/At-Large Representative seat to a term ending on June 30, 2025, on the Affordable Housing Finance Committee, as recommended by the Internal Operations Committee. **23-603**

Attachments: AHFC Appointments_Applications and Supporting Documents

C.13. APPOINT Chinue Fields, Zelon Harrison, Sheryl Lane, Janet Miller Evans, Philip Arnold Jr., Alfonzo Edwards, Desirae Herron, Jacqueline Smith, Vanessa Blum, Ashley Green, Rohana Moore, Taylor Sims, and Patt Young to the Steering Committee for the African American Holistic Wellness Hub Feasibility Study, as recommended by the Equity Committee of the Board of Supervisors. **23-604**

Attachments: Attachment A: Applicant Summary
Fields, Chinue_Application_Redacted
Harrison, Zelon-Application_redacted
Lane, Sheryl_Application_Redacted
Miller Evans, Janet _Application_Redacted
Arnold Jr., Philip_Application_Redacted
Edwards, Alfonzo_Application_Redacted
Herron, Desirae _Application_Redacted
Smith, Jaqueline_Application_Redacted
Blum, Vanessa_Application_Redacted
Green, Ashley_Application_Redacted
Moore, Rohana_Application_Redacted
Sims, Taylor_Application_Redacted
Young, Patt_Application_Redacted

C.14. APPOINT Linda Vaughn, Blackhawk resident, to the Alternate Seat on the County Service Area P-2A Citizens Advisory Committee for a term ending December 31, 2024, as recommended by Supervisor Andersen. **23-605**

C.15. APPOINT, in lieu of election, Joyce Speckman and Kent L. Kiefer to the Board of Trustees of Reclamation District No. 2117 (Coney Island) for terms ending December 2027, as recommended by the County Administrator. **23-606**

Attachments: Reclamation District 2117 Letter 2023

C.16. APPOINT, in lieu of election, David Senior to serve on the Board of Trustees of Reclamation District 799 (Hotchkiss Tract) for a four year term commencing December 2023 and ending December 2027, as recommended by the County Administrator. **23-607**

Attachments: Reclamation District 799 Letter

C.17. APPOINT, in lieu of election, Tom Judge, David Harris, and Tim Bubniak to the Board of Trustees of Reclamation District No. 800 (Byron Tract) for terms ending December 2027, as recommended by the County Administrator. **23-608**

Attachments: Reclamation District 800 Letter 09.19.23

C.18. REAPPOINT LaTonia Peoples-Stokes to the District 3 seat on the Economic Opportunity Council for a term ending June 30, 2025, as recommended by Supervisor Burgis. **23-609**

C.19. REAPPOINT Robert Lilley to the District V Seat on the Assessment Appeals Board for a term ending September 7, 2026, as recommended by Supervisor Glover. **23-610**

C.20. ACCEPT the resignations of Angela Malala, Community Seat 2, and Stephen Langsam, Business Seat, on the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE the vacancies on the Council. DIRECT the Clerk of the Board to post the vacancies as recommended by the ACEEO. **23-611**

Attachments: ACEEO ROSTER.pdf

C.21. ACCEPT the resignations of Teri House and Margaret Schlitz as of November 3, 2023, DECLARE vacant the Council on Homelessness City Government Seat and Behavioral Health Representative seats on November 3, 2023, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Health Services Director. **23-612**

C.22. ACCEPT the resignation of Theresa Foglio-Ramirez, DECLARE a vacancy in the District V Seat 4 on the Rodeo Municipal Advisory Council for a term ending December 31, 2024, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Glover. **23-613**

C.23. ACCEPT the resignation of Shailaja Dixit, DECLARE a vacancy in the At-Large 8 Seat on the Contra Costa Commission for Women and Girls, and DIRECT the Clerk of the Board to post the vacancy. **23-614**

C.24. ACCEPT Board members meeting reports for September 2023. **23-615**

Attachments: District II September 2023 Report.pdf
District III September 2023 Report.pdf
District IV September 2023 Report.pdf

Clerk-Recorder/Elections

C.25. APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with the Blackhawk Country Club at a cost of $250 to rent the Falls Banquet Room for the November 5, 2024 Presidential General Election. (100% General Fund) **23-616**

C.26. APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with the City of Brentwood, at no cost, to rent the Brentwood Community Center for the March 5, 2024 Presidential Primary Election. (No fiscal impact) **23-617**

C.27. APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute contracts with the City of Hercules, the Acalanes Union High School District, and the City of San Ramon to rent space to host voting locations for March 5, 2024 Primary Election and November 5, 2024 General Election. (No fiscal impact) **23-618**

C.28. APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract amendment effective June 1, 2022 with Dominion Voting Systems, Inc., to increase the payment limit by $1,000,000 to a new payment limit of $7,750,000 with no change in the term March 1, 2018 through December 31, 2023 for additional ballot scanners and voting system enhancements. (100% General Fund) **23-619**

Conservation & Development

C.29. AUTHORIZE the Conservation and Development Director, or designee, to sign a letter authorizing the Delta Diablo Sanitation District to submit a regional household hazardous waste grant application for an amount not to exceed $100,000 to the California Department of Resources Recycling and Recovery and act as the lead agency to implement the grant on behalf of the County as one of the participating jurisdictions, in addition to the Cities of Antioch, Brentwood, Oakley, and Pittsburg, to help pay for proper disposal of expired marine flares through February 2027. (No County match) **23-620**

C.30. APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to apply for and accept an amount not to exceed $500,000 from the Fiscal Year 2022-23 California Air Resources Board Planning and Capacity Building Grant program for the Byron Community Active Transportation Improvements Study. (No County match, County staff costs to support grant: 50% Road Fund / 50% Measure J Fund) **23-621**

County Administration

C.31. ADOPT Resolution No. 23-580 approving the Side Letter between Contra Costa County and AFSCME, Local 1 regarding hiring and retention incentives for teaching staff in the Community Services Bureau. **RES 23-580**

Attachments: Final Executed Community Services Bureau Unit- Teacher- Side Letter Agreement - Incentive Program.pdf

C.32. ADOPT Resolution No. 23-581 approving Side Letters between Contra Costa County and the Deputy Sheriff's Association - Probation and Probation Supervisors Units, approving changes to bilingual pay and vacation buy back. **RES 23-581**

Attachments: DSA Bilingual
DSA Vacation Buy Back

C.33. ADOPT Resolution No.23-582 approving a side letter between Contra Costa County and Contra Costa County Defenders' Association regarding salary increases for the Public Defender Investigator classification series. **RES 23-582**

Attachments: Defenders' Association Side Letter

C.34. AUTHORIZE and APPROVE the County Administrator, or designee, to execute a change order to increase the payment limit by $5.5 million dollars, to a new payment limit of $101 million dollars with Sletten Construction Company, a Montana Corporation for the construction of the West County Re-entry, Treatment and Housing project. (70% State Grant Funds, 30% General Fund Capital Reserves) **23-622**

County Counsel

C.35. RECEIVE public report of litigation settlement agreements that became final during the period August 1, 2023, through September 30, 2023. **23-623**

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. **23-624**

Attachments: Exhibit A - Conflict of Interest Code of the Central Contra Costa Sanitation District
Exhibit B - Conflict of Interest Code of the Central Contra Costa Sanitation District - REDLINED

Employment & Human Services

C.37. RATIFY the Employment and Human Services Director's execution of Workforce Innovation and Opportunity Act (WIOA) Subgrant Agreement (No. AA411003) to pay the County an amount not to exceed $1,805,407 from WIOA Youth formula funds for youth services for the period April 1, 2023 to June 30, 2025. (No County match) **23-625**

C.38. APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a non-financial agreement with the Regents of the University of California, on behalf of The University of California, Berkeley School of Social Welfare for student internship placement(s) for social work field experience in the County for the period September 1, 2023 through August 31, 2028. (No fiscal impact) **23-626**

Health Services

C.39. APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Clear Labs, Inc., in an amount not to exceed $201,268, and related agreement for the purchase of an equipment upgrade to the existing Clear Labs diagnostic instrument and five-year service plan effective on the date of installation. (100% Epidemiology and Laboratory Capacity Grant funds) **23-627**

C.40. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with United Behavioral Health (dba Optum), in an amount not to exceed $781,407 to provide after-hours call coverage for the Behavioral Health Access Line for the period July 1, 2023 through June 30, 2024. (100% Mental Health Realignment) **23-628**

C.41. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Counseling Options & Parent Education Support Center, Inc., in an amount not to exceed $279,406 to provide Triple-P parent education classes and practitioner trainings for the period July 1, 2023 through June 30, 2024. (100% Mental Health Services Act funds) **23-629**

C.42. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with YWCA Contra Costa/Sacramento, in an amount not to exceed $250,000 to provide mental health services to recipients of the CalWORKs Program to reduce barriers to employment for the period July 1, 2023 through June 30, 2024. (100% Substance Abuse Mental Health Works) **23-630**

C.43. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Mt. Diablo Unified School District, to pay County an amount not to exceed $211,949 to provide professional school-based mental health services, crisis intervention, and day treatment services for students for the period July 1, 2023 through June 30, 2024. (No County match) **23-631**

C.44. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Crestwood Behavioral Health, Inc., in an amount not to exceed $1,319,840 to provide adult residential services and treatment to adults with severe and persistent mental illness for the period July 1, 2023 through June 30, 2024. (50% Federal Medi-Cal; 50% Mental Health Realignment) **23-632**

C.45. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Vizient, Inc., in an amount not to exceed $435,000 to provide supply chain consulting services for Contra Costa Regional Medical Center for the period November 1, 2023 through December 31, 2026. (100% Hospital Enterprise Fund I) **23-633**

C.46. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Ever Well Health Systems, LLC, in an amount not to exceed $1,379,700 to provide residential and mental health services to adults diagnosed with serious mental illness and serious persistent mental illness for the period July 1, 2023 through June 30, 2024. (91% Mental Health Services Act; 9% Mental Health Realignment) **23-634**

C.47. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with CNG International, Inc. (dba Home Now Healthcare Services), effective October 1, 2023, to increase the payment limit by $100,000 to a new payment limit of $300,000 to provide additional home health and hospice services, with no change in the term ending June 30, 2025. (100% Contra Costa Health Plan Enterprise Fund II) **23-635**

C.48. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Jackson & Coker Locumtenens, LLC, effective October 1, 2023, to increase the payment limit by $435,000 to a new payment limit of $1,873,336 for additional temporary psychiatric medical doctor and recruitment services with no change in the term ending December 31, 2023. (100% Mental Health Realignment) **23-636**

C.49. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with iRhythm Technologies, Inc., in an amount not to exceed $800,000 to provide remote cardiac monitoring services for patients at Contra Costa Regional Medical Center and Contra Costa Health Centers for the period November 1, 2023 through October 31, 2025. (100% Hospital Enterprise Fund I) **23-637**

C.50. APPROVE and AUTHORIZE the Purchasing Agent or designee to purchase, on behalf of the Health Services Director, 9,000 Tri-Delta Paratransit bus tickets at $2.75 each for a total amount not to exceed $24,750 for members of the Contra Costa Health Plan. (100% Contra Costa Health Plan Enterprise Fund II) **23-638**

C.51. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with La Clinica de La Raza, Inc., in an amount not to exceed $318,837 to provide Mental Health Services Act Prevention and Early Intervention program services for the period July 1, 2023 through June 30, 2024. (100% Mental Health Services Act) **23-639**

C.52. APPROVE and AUTHORIZE the Health Services Director, or designee, to accept allocated PATH 3 funding in the amount of $9,405,038 and execute three terms and conditions along with the necessary certifications and assurances required by the California Department of Health Care Services. (100% Path 3 funds) **23-570**

C.53. APPROVE and AUTHORIZE the Auditor-Controller to pay an amount not to exceed $142,409 to The Sourcing Group, LLC for the balance of patient-related forms inventory for Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period of February 28, 2023 through July 31, 2023, as recommended by the Health Services Director. (100% Hospital Enterprise Fund I) **23-640**

C.54. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with La Cheim School, Inc., effective October 1, 2023, to decrease the payment limit by $3,004,303 to a new payment limit of $3,372,865 to provide school-based services and a residential treatment program for seriously emotionally disturbed youth aged 8-21, with no change in the term ending June 30, 2024. (100% Federal Medi-Cal) **23-641**

C.55. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with First Choice Anesthesia Consultants of Northern California PC, in an amount not to exceed $1,800,000 to provide anesthesia and pain management services to Contra Costa Health Plan members and county recipients for the period October 1, 2023 through September 30, 2026. (100% Contra Costa Health Plan Enterprise Fund II) **23-642**

C.56. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Psynergy Programs, Inc., in an amount not to exceed $263,562 to provide Medi-Cal specialty mental health services for the period July 1, 2023 through June 30, 2024. (100% Federal Medi-Cal) **23-643**

C.57. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Psynergy Programs, Inc., in an amount not to exceed $450,267 to provide residential care services for the period July 1, 2023 through June 30, 2024. (78% Mental Health Realignment; 22% Mental Health Services Act) **23-644**

C.58. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), in an amount not to exceed $268,115 to provide housing advocacy services for people with HIV for the period July 1, 2023 through June 30, 2024. (100% Housing Opportunities for Persons with AIDS funds) **23-645**

Attachments: Revised Hope Solutions Retro Memo - 9-2023

C.59. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Periscope Group, in an amount not to exceed $400,000 to provide In-Home Assessment services for Contra Costa Health Plan members for the period September 1, 2023 through August 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II) **23-646**

C.60. APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, (1) an amendment to purchase order #26349 with TraceLink, Inc., to increase the payment limit by $4,000 to a new payment limit of $8,500 and extend the term through March 6, 2026, and (2) Tracelink Enterprise Agreement for the license and configuration of pharmacy controlled substance software. (100% Hospital Enterprise Fund I) **23-647**

C.61. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Michael C. Gynn, M.D., effective October 1, 2023, to increase the payment limit by $170,000 to a new payment limit of $1,760,000 to provide additional general surgery services with no change in the term ending December 31, 2023. (100% Hospital Enterprise Fund I). **23-648**

C.62. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Lee A. Shratter, M.D., effective October 1, 2023, to increase the payment limit by $120,000 to a new payment limit of $1,980,000 to provide additional radiology services with no change in the term ending December 31, 2025. (100% Hospital Enterprise Fund I). **23-649**

C.63. APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount not to exceed $24,670 to John Muir Behavioral Health, for inpatient psychiatric hospital services provided to county-referred adults and adolescents for the period June 13, 2023 through June 30, 2023, as recommended by the Health Services Director. (100% Mental Health Realignment) **23-650**

C.64. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Modesto Residential Living Center, LLC, in an amount not to exceed $510,684 to provide augmented board and care services for Contra Costa County patients for the period September 1, 2023 through August 31, 2024. (33% Mental Health Realignment; 67% Mental Health Services Act). 23-651

C.65. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with California Psychiatric Transitions Incorporated, in an amount not to exceed $2,247,956 to provide adult residential care and mental health services for the period September 1, 2023 through August 31, 2024. (100% Mental Health Realignment) 23-652

C.66. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with FIERCE Advocates (Families and Individuals Equitably Rooted in Collective Empowerment), Inc. in an amount not to exceed $247,811 to provide Mental Health Services Act Prevention and Early Intervention services to underserved cultural communities in West Contra Costa County for the period July 1, 2023 through June 30, 2024. (100% Mental Health Services Act) 23-653

C.67. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with BHC Fremont Hospital, Inc. (dba Fremont Hospital), in an amount not to exceed $450,000 to provide inpatient psychiatric hospital services to County-referred adults and adolescents for the period July 1, 2023 through June 30, 2024, including a six-month automatic extension through December 31, 2024 in an amount not to exceed $225,000. (100% Mental Health Realignment) 23-654

C.68. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Agiliti Surgical, Inc., in an amount not to exceed $300,000 to provide medical lasers, equipment and certified technicians to operate lasers in the Surgical Unit at Contra Costa Regional Medical Center and Health Centers for the period September 1, 2023 through August 31, 2026. (100% Hospital Enterprise Fund I) 23-655

C.69. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Telecare Corporation, in an amount not to exceed $2,755,810 to provide Medi-Cal specialty mental health services to adults with mental illness for the period July 1, 2023 through June 30, 2024. (100% Federal Medi-Cal) 23-656

C.70. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bridge Home Health East Bay, LLC (dba Bridge Home health), in an amount not to exceed $300,000 to provide home health care services for Contra Costa Health Plan members for the period November 1, 2023 through October 31, 2026. (100% Contra Costa Health Plan Enterprise Fund II) **23-657**

C.71. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with David S. Gee, M.D., in an amount not to exceed $250,000 to provide consultation and technical assistance to the Contra Costa Health Plan Medical Management team for the period December 1, 2023 through November 30, 2024. (100% Contra Costa Health Plan Enterprise Fund II) **23-658**

C.72. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with First Aid Transportation, LLC, in an amount not to exceed $600,000 to provide non-emergency medical transportation services to Contra Costa Health Plan members and county recipients for the period November 1, 2023 through October 31, 2026. (100% Contra Costa Health Plan Enterprise Fund II) **23-659**

C.73. ADOPT Position Adjustment Resolution No. 26168 to cancel one Clinical Psychologist position (represented) and add one Mental Health Clinical Specialist position (represented) in the Contra Costa Health Department. (100% Hospital Enterprise Fund I) **23-660**

Attachments: P300 26168

C.74. ADOPT Position Adjustment Resolution No. 26198 to add one Biomedical Equipment Technician II position(represented) in the Contra Costa Health Department. (100% Hospital Enterprise Fund I) **23-661**

Attachments: P300 26198

C.75. ADOPT Position Adjustment Resolution No. 26199 to add one Environmental Services Supervisor position (represented) and cancel one Food Services Worker - Generalist position (represented) in the Contra Costa Health Department. (100% Hospital Enterprise Fund I) **23-662**

Attachments: P300 26199

C.76. ADOPT Position Adjustment Resolution No. 26203 to reassign 13 filled positions (represented) and their incumbents and 8 vacant positions in a Substance Use Unit from the Public Health Division to the Behavioral Health Division in the Contra Costa Health Department. (Cost neutral- 100% California Advancing and Innovating Medi-Cal Enhanced Care Management funds) **23-668**

Attachments: P300-26203
Attachment A- Reassign SU from PH to BH

C.77. ADOPT Position Adjustment Resolution No. 26204 to add two part-time Licensed Vocational Nurse positions (represented) and four Community Health Worker I positions (represented), cancel one Licensed Vocational Nurse position (represented) and three Medical Social Worker II positions (represented), and increase the hours of one Clerk-Experienced Level position and one Registered Nurse position in the Contra Costa Health Department. (Cost Savings- Hospital Enterprise Fund I) **23-671**

Attachments: P300 - 26204
Attachment A

Human Resources

C.78. ADOPT Position Adjustment Resolution No. 26162 to reclassify position #7073 and its incumbent from Medical Records Technician (represented) to Medical Records Coder (represented) in the Contra Costa Health Department. (100% Hospital Enterprise Fund I) **23-669**

Attachments: 52994 P300 26162 HSD

C.79. ADOPT Position Adjustment Resolution No. 26163 to reclassify position #9574 and its incumbent from Medical Records Technician (represented) to Medical Records Coder (represented) in the Contra Costa Health Department. (100% Hospital Enterprise Fund I) **23-670**

Attachments: 52995 P300 26163 HSD

C.80. ADOPT Position Adjustment Resolution No. 26197 to add one Deputy Fire Marshal (unrepresented) position and cancel one vacant Battalion Chief 40-hour (represented) in the Fire Protection District. (No fiscal impact) **23-663**

Attachments: P300 26197 CCCFPD

Information and Technology

C.81. APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Chief Information Officer, to execute a purchase order with NTT America, Inc. in an amount not to exceed $453,600 for the renewal of Proofpoint email protection software and services for the period of October 1, 2023 through September 30, 2024. (100% User Departments) **23-664**

C.82. APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract with Collaborative Solutions, LLC in an amount not to exceed $425,000, to provide Workday Managed Services for the period of October 23, 2023 through October 31, 2025. (100% General Fund) **23-665**

Probation/Reentry and Justice

C.83. APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract with the County of Sonoma, for the placement of wards in their facility at the rate of $300 per ward per day for the period October 1, 2023 through August 31, 2024. (100% State) **23-666**

Public Works

C.84. ADOPT Resolution No. 23-575 approving and authorizing the Public Works Director, or designee, to fully close a portion of Fourth Street and Harris Avenue on October 12, 2023, through October 27, 2023, from 8:00 a.m. through 5:00 p.m., for the purpose of sewer main pipe repair, Rodeo area. (No fiscal impact) **RES 23-575**

C.85. ADOPT Resolution No. 23-576 approving and authorizing the Public Works Director, or designee, to fully close a portion of Knightsen Avenue between 2nd Street and Delta Road on December 2, 2023, from 12:30 p.m. through 6:30 p.m., for the purpose of the Knightsen Holiday Parade in the Knightsen area. (No fiscal impact) **RES 23-576**

C.86. ADOPT Resolution No. 23-577 accepting completion of private improvements per the Subdivision Agreement and release of cash deposit for faithful performance for minor subdivision MS20-00002 for a project developed by Civic Park Balfour, LLC, as recommended by the Public Works Director, Brentwood area. (100% Developer Fees) **RES 23-577**

C.87. ADOPT Traffic Resolution No. 2023/4534 to establish speed limits on Marsh Drive (Road No. 3975AU), as recommended by the Public Works Director, Concord and Pacheco areas. (No fiscal impact) **23-574**

Attachments: 10.17.23 - TR Marsh Drive Establish Speed Limits.pdf

C.88. APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Department, an amendment to a Blanket Purchase Order (BPO) with Ray Morgan Company, to extend the term through June 30, 2024, for continued utilization of a leased Canon C10000 VP Digital Printer for County departments' printing needs, with no change to the payment limit of $750,000.00, Countywide. (100% Department User Funds) **23-575**

C.89. APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a license with Judicial Council of California for approximately 80 square feet of office space located at 1010 Ward Street, Room 19, in Martinez, that will continue until terminated, with an initial annual rent of $2,160, and annual increases, thereafter, as requested by the Public Defender. (100% State Public Safety Realignment) **23-576**

Attachments: 07-A4 2023-09-20 License - County_PD v4 Final

C.90. APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a sublease amendment with Young Men's Christian Association of the East Bay (YMCA), 1203 W. 10th Street in Antioch, to extend the term of the sublease through June 30, 2024, to correspond to the term of the service contract under which YMCA operate a Head Start program at this location, with an annual rent of $52,329. (No fiscal impact) **23-577**

Attachments: 1203 W 10th St_Antioch_Sublease 1st amend V2

C.91. ACCEPT the Infrastructure Report for Calendar Years 2020 through 2022, dated September 2023, as recommended by the Transportation, Water and Infrastructure Committee, Countywide. (No fiscal impact) **23-578**

Attachments: Infrastructure Report and Tables Sep2023 Final.pdf

C.92. Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the Chief Engineer, or designee to execute a license agreement with Bethel Island Municipal Improvement District, to install and maintain rain gauge and other monitoring equipment at 3085 Stone Road, Bethel Island, effective October 17, 2023, as recommended by the Chief Engineer, Bethel Island area. (100% No fiscal impact) **23-579**

Attachments: CP#23-24 NOE License Agreement-Rain Gauge-BIMID-signed
Precipitation & Runoff Gauge License & Attachments.pdf

C.93. Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a contract amendment with FlowWest, LLC, to increase the payment limit by $408,696 to a new payment limit of $1,067,000 and to extend the term through November 15, 2025, to provide design, permitting, and California Environmental Quality Act services supporting the Wildcat Creek Fish Passage and Community Engagement Project, North Richmond area. (100% California Department of Water Resources and U.S. Environmental Protection Agency Grant Funds) **23-580**

Risk Management

C.94. DENY claims filed by Stacie Rachelle Adams, Abel R. Arias, Jacqueline Ashley, Aspire General Insurance Co. for Maria Longoria, Oscar Cardona, Blake Davis-Murray, Brenda Hall, Perla Ortega, Clytoyia Randle, and Beverly Tribuiani. DENY late claim filed by Farideh Behbahani. **23-581**

Sheriff

C.95. ADOPT Resolution No. 23-574 approving and authorizing the Sheriff-Coroner or designee, to apply for and accept a California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant in an amount not to exceed $275,000 for the abatement of abandoned vessels and the vessel turn-in program on County waterways for the period October 1, 2023 through the end of the grant period. (90% State, 10% County match) **RES 23-574**

C.96. APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract amendment with Ikechi Ogan M.D. to clarify the contractor's qualifications and status with no change to the payment limit or contract date for forensic pathology services. (No fiscal impact) **23-571**

C.97. APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order and agreement with Forensic Technology, Inc., in an amount not to exceed $157,428, to purchase a BRASSTRAX Acquisition Station to process and scan cartridge cases for evidence in the Office of the Sheriff's Forensic Services Division. (100% State) **23-572**

Treasurer - Tax Collector

C.98. AUTHORIZE the Treasurer-Tax Collector, on behalf of the County, to work with Kensington Police Protection and Community Services District (KPPCSD) to determine a mutually acceptable date for withdrawal of KPPCSD's monies from the County treasury but no later than December 14, 2024. **23-573**

Attachments: Resolution No 2023_03 Revision 3

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, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than $250 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 $250 to a Board member since January 1, 2023, 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: December 13, 2023 at 4 p.m.
Equity Committee: November 20, 2023 at 10:30 a.m.
Family and Human Services Committee: October 23, 2023 at 10:30 a.m.
Finance Committee: November 6, 2023 at 8:30 a.m.
Head Start Advisory Committee: November 20, 2023 at 9:00 a.m.
Internal Operations Committee: November 13, 2023 at 11:00 a.m.
Legislation Committee: November 13, 2023 at 10:30 a.m.
Los Medanos Healthcare Operations Committee: November 6, 2023 at 1:00 p.m.
Public Protection Committee: November 6, 2023 at 10:30 a.m.
Sustainability Committee: November 27, 2023 at 1:00 p.m.
Transportation, Water and Infrastructure Committee: November 13, 2023 at 9:30 a.m.

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.

File #: 23-590 **Agenda Date:** 10/17/2023 **Agenda #:** D.1.

To: Board of Supervisors

From: David O. Livingston, Sheriff-Coroner

Report Title: Temporary Hire of County Retiree Carla Williams - Waiver of 180-day "sit out" period

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
1. CONSIDER waiving the 180-day sit-out period for Clerk-Specialist Level Carla Williams, in the Office of the Sheriff;

2. FIND that the appointment of Ms. Williams is necessary to fill a critically needed position; and

3. APPROVE and AUTHORIZE the hiring of County retiree Ms. Williams as a temporary County employee effective November 1, 2023, and serving through October 31, 2024.

FISCAL IMPACT:
Upon approval, this action has a cost of approximately $70,848. The cost is fully funded within the Office of the Sheriff's budget, drawing on the current General Fund allocations.

BACKGROUND:
The West County Detention Facility (WCDF) is a 24-hour facility that is set up to operate with a staff of 8 clerks. For several years, WCDF has operated without a Clerical Supervisor, due to staffing challenges. For several months, WCDF has been operating with 5 clerical staff members.

The clerical staff shortage has presented several challenges to the existing workforce unit. The clerks in the unit average over 60 hours each of overtime per month to maintain the required duties of the unit, such as: signing in attorneys, various law enforcement agency visitors, law clerks, psychologists, and other notable program personnel; handling a high call volume; preparing daily courts; updating and reviewing booking files; preparing inmate releases; processing bail bonds and cash bails; and communicating with courtroom clerks to update inmate files in our ATIMS system. In addition, the clerical unit handles the scheduling, vacation sign-ups, and the training of new employees and temp clerks, and other duties as needed to support a 24-hour facility.

The absence of the Clerical Supervisor has resulted in the Clerk Specialist role absorbing additional leadership duties. With the retirement of Ms. Williams, the unit is in dire need of additional and immediate support. The current process for hiring new employees can take up to six months or longer because of the extensive background process. Hiring Carla Williams immediately as a temporary employee will alleviate some of the overtime and exhaustion of our current clerical staff and will help our daily operations until we can hire and train full-time permanent employees. The temporary hire of Ms. Williams as someone who is familiar with all the functions of the position and unit, will bridge gaps in the learning curve for the new Clerks hired at the West

County Detention Facility.

CONSEQUENCE OF NEGATIVE ACTION:
Failure to receive Board approval will result in a significant negative impact at the Office of the Sheriff's West County Detention Facility. The clerical unit at WCDF is short-staffed which has led to the public hours of operation at the detention facility being decreased and employees having to change schedules to accommodate the 24-hour facility as best they can. Employees will continue to be forced to work overtime which will lead to burnout and low employee morale. There is a greater margin for error if employees are burnt out, and errors at WCDF can result in errant inmate retention or release, and incorrect cash handling for inbound or outbound inmates.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-591 **Agenda Date:** 10/17/2023 **Agenda #:** D.2.

To: Board of Directors

From: Monica Nino, County Administrator

Report Title: 2024 Meeting Schedule for the Contra Costa County Board of Supervisors

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT the attached proposed 2024 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated there will not be a quorum of Board members present, as well as noting the following scheduled special events: the Board's Annual Reorganization on January 9; the Dr. Martin Luther King, Jr. Celebration on January 16; the annual Board retreat on January 30; the Cesar Chavez Commemorative Celebration on March 26; Asian American and Pacific Islander Heritage Month Celebration on May 14, Annual Budget Hearings and Adoption on April 23 and May 21, respectively; a 9-11 Day of Remembrance on September 10; and the Veterans Day Recognition on November 5.

FISCAL IMPACT:

None

BACKGROUND:

Each year the Board of Supervisors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed 2024 meeting schedule, attached, has been prepared in consultation with the incoming Board Chair, Fire Chief and the Housing Authority Executive Director. The schedule provides 27 meetings for the Contra Costa County Board of Supervisors, 12 meetings for the Contra Costa County Fire Protection District Board of Directors and 5 meetings for the Housing Authority of Contra Costa Board of Commissioners. The Fire District and Housing Authority will take independent action to adopt their meeting schedules.

The proposed schedule includes a cancellation of 25 Board of Supervisors meetings. As in past years, we are recommending that the Board cancel those meetings that occur during a week with a county holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State Association of Counties (CSAC) are held:

Conference	Dates	Location
NACo Legislative Conference	February 10-1	Washington, D.C.
CSAC Legislative Conference	April 17-19	Sacramento, CA

NACo Annual Conference	July 12-15 Tampa, Florida
CSAC Annual Meeting	November 18-Los Angeles, CA

Several seasonal breaks have also been designated in the Board's meeting schedule, in recognition of both time away needed for vacations and time demands on the Board members due to their participation on Board standing committees, and regional and local legislative bodies and task forces. Since each of these require individual preparation, attendance, and travel, we are recommending seasonal breaks to accommodate these needs. Should it be necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

CONSEQUENCE OF NEGATIVE ACTION:

Early adoption of a meeting schedule enables staff to effectively plan and manage the Board's calendar and obtain the necessary authority to conduct the County's daily business. To the extent that the Board does not adopt a new year meeting schedule, staff will be hindered in these efforts.

DRAFT

BOARD OF SUPERVISORS
SCHEDULE AND DEADLINES
CALENDAR YEAR 2024

MEETING DATES (Tuesdays)	MEET OR NO MEETING	HOUSING AUTHORITY CCCFPD	SPECIAL EVENT
Jan 02	No Meeting		
Jan 09	Meet		Reorganization Meeting
Jan 16	Meet	FIRE	Dr. Martin Luther King, Jr. Celebration & Sheriff Oversight Report
Jan 23	No Meeting		
Jan 30	Meet		Board Retreat
Feb 06	Meet	FIRE	
Feb 13	No Meeting		NACo Leg Conference, Feb 10-13, Washington, D.C.
Feb 20	No Meeting		President's Day
Feb 27	Meet		
Mar 05	Meet	HA/FIRE	Service Awards
Mar 12	No Meeting		
Mar 19	Meet		
Mar 26	Meet		Cesar Chavez Celebration
Apr 02	No Meeting		Spring Break
Apr 09	Meet	FIRE	
Apr 16	No Meeting		CSAC Legislative Conf. April 17-19, Sacramento
Apr 23	Meet		Budget Hearings and Sheriff Oversight Report
Apr 30	No Meeting		
May 07	No Meeting		
May 14	Meet	HA/FIRE	Asian American and Pacific Islander Heritage Month Celebration
May 21	Meet		Budget Adoption
May 28	No Meeting		Memorial Day
Jun 04	Meet	FIRE	
Jun 11	No Meeting		
Jun 18	No Meeting		Juneteenth Holiday
Jun 25	Meet		Service Awards
Jul 02	No Meeting		Independence Day Holiday
Jul 09	Meet	HA/FIRE	
Jul 16	No Meeting		NACo Annual Conf, July 12-15, Tampa, Florida
Jul 23	Meet		Truth Forum & Sheriff Oversight Report
Jul 30	No Meeting		
Aug 06	Meet	FIRE	
Aug 13	Meet		
Aug 20	No Meeting		Summer Break
Aug 27	No Meeting		Summer Break
Sep 03	No Meeting		Labor Day Holiday
Sep 10	Meet	HA/FIRE	September 11 Remembrance
Sep 17	No Meeting		
Sep 24	Meet		Service Awards
Oct 01	Meet		
Oct 08	Meet	FIRE	
Oct 15	No Meeting		
Oct 22	Meet		Sheriff Oversight Report
Oct 29	No Meeting		
Nov 05	Meet	FIRE	Veterans Day Recognition
Nov 12	Meet		
Nov 19	No Meeting		CSAC Annual Meeting, Nov 18-22, Los Angeles, CA
Nov 26	No Meeting		Thanksgiving Holiday
Dec 03	Meet	HA/FIRE	
Dec 10	No Meeting		
Dec 17	Meet		
Dec 24	No Meeting		Christmas
Dec 31	No Meeting		

File #: 23-592 **Agenda Date:** 10/17/2023 **Agenda #:** D.3.

To: Board of Supervisors

From: Ken Carlson, District IV Supervisor

Report Title: Reconsider the Board's selection of Vice-Chairperson of the Board of Supervisors for calendar year 2024.

☐Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
RECONSIDER the Board's October 3, 2023, selection of Vice-Chairperson of the Board of Supervisors for calendar year 2024.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Subsequent to the action on October 3, 2023 of the nomination of 2024 officers, Supervisor Carlson has requested reconsidering of the Vice-Chair.

At the first meeting of each calendar year, the Board of Supervisors reorganizes, updates its rules of procedure, establishes the list of standing and ad hoc committees, appoints Board members to committees, and discusses prior year accomplishments and new year goals and challenges.

Preparation for the annual reorganization meeting requires many weeks of staff effort under the direction of the incoming Board Chair.

Through 2019, the nomination of the Chair and Vice-Chair took place in the first meeting of January with limited discussion. Starting in 2019, the Board of Supervisors changed the timing of nominating the Board's Chair and Vice-Chair to the fall, usually in the month of September.

The Board's rules of procedure govern the duties of the Chair and Vice Chair. The Chair serves as presiding officer of the Board; rules on questions of procedure; nominates, subject to full Board approval, representatives to Board committees, among other duties.

CONSEQUENCE OF NEGATIVE ACTION:

Planning and administration of the annual board reorganization may take longer to implement if the 2024 board officers are not decided in the fall of 2023.

Board of Supervisors Historical List 2000 - 2023

DATE	District I	District II	District III	District IV	District V	*Chair*	*Vice Chair*
2023	John Gioia	Candace Andersen	Diane Burgis	Ken Carlson	Federal Glover	***Gioia I***	***Glover V***
2022	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Mitchoff IV***	***Glover V***
2021	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Burgis III***	***Glover V***
2020	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Andersen II***	***Burgis III***
2019	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Gioia I***	***Andersen II***
2018	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Mitchoff IV***	***Gioia I***
2017	John Gioia	Candace Andersen	Diane Burgis	Karen Mitchoff	Federal Glover	***Glover V***	***Mitchoff IV***
2016	John Gioia	Candace Andersen	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Andersen II***	***Piepho III***
2015	John Gioia	Candace Andersen	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Gioia I***	***Andersen II***
2014	John Gioia	Candace Andersen	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Mitchoff IV***	***Gioia I***
2013	John Gioia	Candace Andersen	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Glover V***	***Mitchoff IV***
2012	John Gioia	Candace Andersen Gayle B. Uilkmema	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Piepho III***	***Glover V***
2011	John Gioia	Gayle B. Uilkmema	Mary N. Piepho	Karen Mitchoff	Federal Glover	***Uilkema II***	***Piepho III***
2010	John Gioia	Gayle B. Uilkmema	Mary N. Piepho	Susan Bonilla	Federal Glover	***Gioia I***	***Uilkema II***
2009	John Gioia	Gayle B. Uilkmema	Mary N. Piepho	Susan Bonilla	Federal Glover	***Bonilla IV***	***Gioia I***
2008	John Gioia	Gayle B. Uilkmema	Mary N. Piepho	Susan Bonilla	Federal Glover	***Glover V***	***Bonilla IV***
2007	John Gioia	Gayle B. Uilkmema	Mary N. Piepho	Susan Bonilla	Federal Glover	***Piepho III***	***Glover V***
2006	John Gioia	Gayle B. Uilkema	Mary N. Piepho	Mark DeSaulnier	Federal Glover	***Gioia I***	***Piepho III***
2005	John Gioia	Gayle B. Uilkema	Mary N. Piepho	Mark DeSaulnier	Federal Glover	***Uilkema II***	***Gioia I***
2004	John Gioia	Gayle B. Uilkema	Millie Greenberg Donna Gerber	Mark DeSaulnier	Federal Glover	***Glover V***	***Uilkema II***
2003	John Gioia	Gayle B. Uilkema	Donna Gerber	Mark DeSaulnier	Federal Glover	***DeSaulnier IV***	***Glover V***
2002	John Gioia	Gayle B. Uilkema	Donna Gerber	Mark DeSaulnier	Federal Glover	***Gioia I***	***DeSaulnier IV***
2001	John Gioia	Gayle B. Uilkema	Donna Gerber	Mark DeSaulnier	Federal Glover	***Uilkema II***	***Gioia I***
2000	John Gioia	Gayle B. Uilkema	Donna Gerber	Mark DeSaulnier	Joe Canciamilla	***Gerber III***	***Uilkema II***

10/2/2023

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-593 **Agenda Date:** 10/17/2023 **Agenda #:** D.4.

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Continuum of Care Reform Impact Report

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER accepting status report on the Continuum of Care Reform, updates on services, collaborations, goals, and impacts to at-risk youth served, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Continuum of Care Reform (CCR) is a product of AB 403, which passed in October of 2015, and is one of the largest child welfare reforms in history designed to improve outcomes for youth in foster care. The goal is to ensure that youth in foster care have their day-to-day physical, mental, and emotional needs met; that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self- sufficient, successful adults.

This referral to the Family and Human Services Committee (FHS) was originally made by the Board of Supervisors on April 25, 2000. Another referral to FHS, number 19, on Welfare Reform was referred on January 21, 1997. On January 1, 2005, the Board of Supervisors combined these two referrals so that the Department could provide updates on various aspects of their programs as the need arose. Since that time, the Family and Human Services Committee has received annual updates from the Employment and Human Services Department on a variety of issues impacting the Department.

On January 5, 2016, the Board approved the staff recommendation to carry forward this referral to the 2016 FHS. On June 7, 2016, the Board approved the recommendation of the Employment and Human Services Director to eliminate the "Office of the Future" component of the referral and expand the referral to include a report on the Continuum of Care (Foster Care) topic.

FHS received EHSD's report at its August 4, 2023 meeting. Attached is the presentation approved by FHS, as presented by EHSD staff, to move forward to the Board of Supervisors for its information.

CONSEQUENCE OF NEGATIVE ACTION:

This report will not be received.

Children & Family Services

Continuum of Care Reform
Impact Report

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

October 3, 2023

Marla Stuart
Employment and Human Services Director

BACKGROUND

The Continuum of Care Reform (CCR) is a product of AB 403, which passed in October of 2015, and is one of the largest child welfare reforms in history designed to improve outcomes for youth in foster care. The goal is to ensure that youth in foster care have their day-to-day physical, mental, and emotional needs met; that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self- sufficient, successful adults.

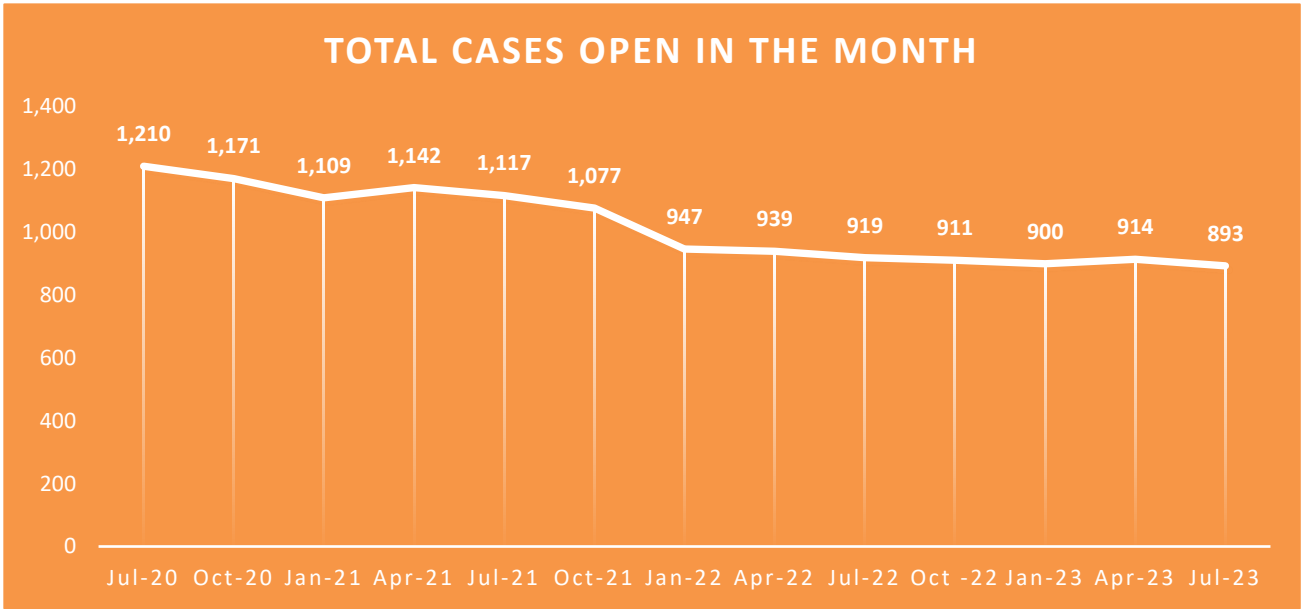
Counties implemented CCR in January 2017, with the initial largest components being Resource Family Home Approval and Child and Family Team meetings that changed the way we approve foster homes and the way we engage with families and include family voice and choice respectively. The year 2017 also marked the start of the conversion of group homes into Short-Term Residential Therapeutic Programs (STRTPs). Group Homes were given a 2-year period to complete a lengthy and complicated conversion process. By the end of 2020, after numerous extensions, the state had issued provisional STRTP licenses to facilities while they continued to pursue accreditation, mental health program development and approval, and Medi-Cal site certification required prior to permanent STRTP licensure.

During this conversion period, many facilities closed and others faced (and continue to face) financial and staffing crises. Statewide, while California had almost 900 congregate care facilities prior to CCR, 500 of these facilities, which included a total licensed capacity of 4,451, beds did not transition to the STRTP model or transitioned and later closed. While many struggled with the initial conversion process, others who did convert are now closing. Since December 2022, four different STRTPs that we used have closed, including one longstanding close partner of CFS who has served dozens of challenging youth and regularly worked with us to accept some of our high needs youth into placement. Counties have been left with significantly fewer and diminishing options for placement of the most challenging youth. These unintended consequences of CCR have greatly affected our ability to find suitable placements for youth with acute, complex needs.

Statewide Congregate Care STRTP Summary Statistics (Point in Time 8-14-23)						
	Facilities	**Providers**	**Licensed Capacity**	**Child Welfare Placements**	**Probation Placements**	**Total Foster Youth**
Provisionally Licensed	35	27	296	67	50	117
Permanently Licensed	322	199	2429	1172	227	1399
New/In Process Facilities	12	12	76	0	0	0
Total Licensed and In Process	**369**	**238**	**2801**	**1239**	**277**	**1516**
Group Homes Non Convert	351	275	2990	82	1	83
Closing or Closed STRTP	159	111	1537	4	6	10
Total Not Converting	**510**	**386**	**4527**	**86**	**7**	**93**

Contra Costa County Congregate Care STRTP Summary (Point in Time 8-14-23)			
	Facilities	**Providers**	**Licensed Capacity**
Provisionally Licensed Permanently Licensed	4 10	3 6	24 62
Total Licensed	**14**	**9**	**86**
Non Converted or Closed	**14**	**13**	**84**

When reviewing the Contra Costa County data on how many youth are in congregate care now versus prior to CCR, it is important to note that we have experienced a decline in the total number of youth in Open Foster Care Cases over the past several years. Though the number of youth in Congregate Care has decreased from 108 in 2017 to 32 in 2023, the percentage has only decreased from 10% of youth in placement in Congregate Care at the end of 2016 to 5% in 2022 because the overall number of youth in placement has steadily declined.

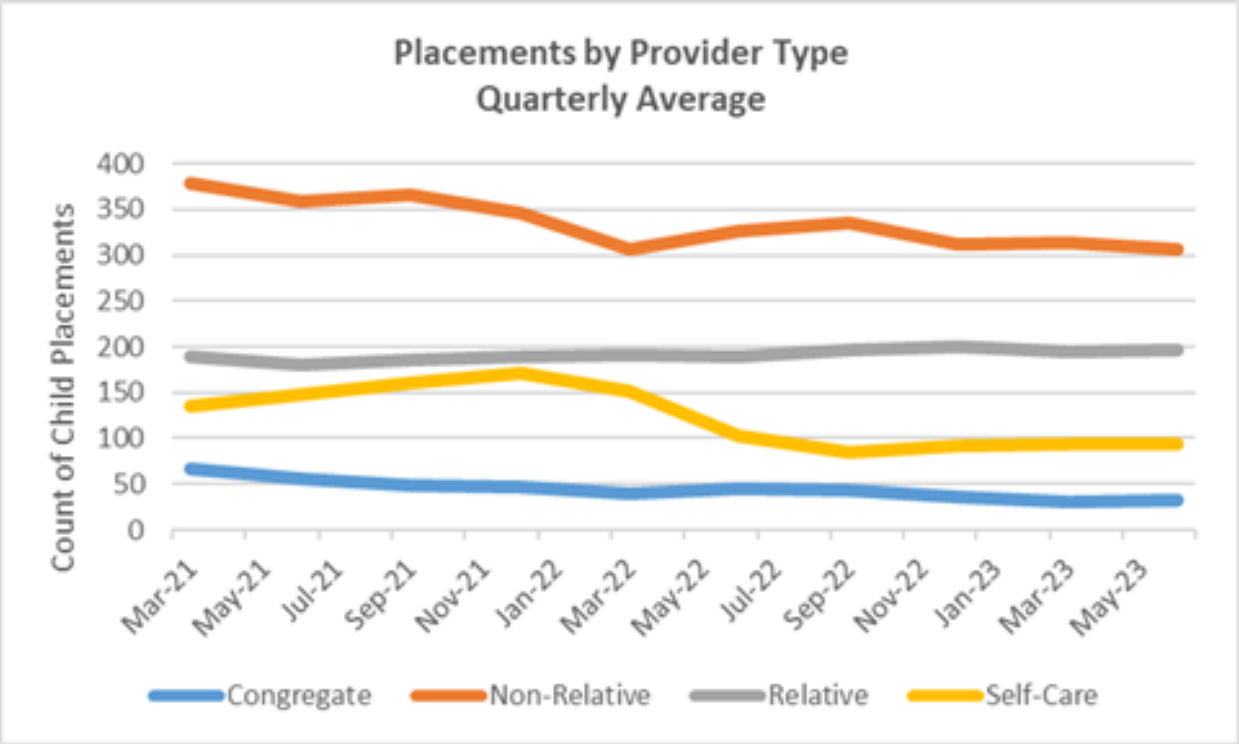


STRTPs/QRTP CHALLENGES

Both the Family First Prevention Services Act (FFPSA) and CCR limit the traditional use of long-term group home care by transforming existing group home care into short-term therapeutic programs for youth who are not ready to live in home-based care. STRTPs under CCR have to adapt to meet the additional federal requirements of Qualified Residential Treatment Programs (QRTPs). By design, youth in QRTPs have access to expanded behavioral and mental health services and support and are assessed regularly for their potential to step down into a lower level of care. Children & Family Services has devoted significant time and energy to ensure that

we are utilizing home based family care as often as it is appropriate. However, many children have experienced significant trauma and abuse and have behaviors and conditions that require a higher, more restrictive level of care.

Despite the high level of services that QRTP/STRTPs are designed to provide, there are very few such facilities for the very high-level youth whose needs exceed standard STRTP capabilities. Several youth in Contra Costa County have been denied placement by every STRTP with an available bed in the state. CFS is then tasked with finding a safe place for these high risk, high needs youth, often with little notice. The specialized placements we typically resort to for these youth are costly and often require county only funds, as they do not meet eligibility for Title IV-E Foster Care payment, despite the fact that they are often our only remaining option. The lack of placement options for high needs youth also creates a significant barrier to our ability to support the youth's individual needs and long term planning.



As of 08/2023, the number of Contra Costa County dependent youth in STRTP placements has been reduced to 21, or 6% of youth in placement. The average (mean) age of youth in an STRTP is 15 years. The average (mean) length of placement time for the youth who are currently in STRTPs is 248 days. **Although STRTPs/QRTPs are designed to be short-term programs, experience with these programs over the past few years has proven that many youth have needs that cannot be sufficiently addressed within 3-6 months.** It simply takes longer to stabilize youth and prepare them for placement in home-based foster care or ultimately, return home. Unfortunately, average lengths of stay and placement stability indicators for children placed in STRTPs have largely remained stable throughout CCR and have not decreased.

Several notable factors routinely come into play when we are trying to find appropriate placement and services for our youth at this level. In addition to youth with increasing mental

health needs, we also serve many youth being discharged from Psychiatric Emergency Services who were there on a 5150 or 5585 assessment to determine if they pose a danger to themselves or others, numerous substance affected youth, and Commercial Sexual Exploited Children (CSEC). These are significant complicating factors to placement decisions. Not unique to Contra Costa County, these are statewide issues compounded by the reduction in congregate care beds statewide.

During the calendar year of 2022, Children and Family Services served 81 youth with one or more complex needs, including 30 youth with hospital/psychiatric hospital visits, 22 who were detained in Juvenile Hall, 10 who have CSEC involvement, 13 with substance abuse, 9 with intellectual/developmental disability, and 6 with needs related to supporting gender identity/expression.

CFS had 11 youth enter foster care between August 2022 and August 2023 directly from Psychiatric Emergency (PES) when a parent or guardian refused to pick up the child being discharged and CFS was called. Youth in PES are discharged once they no longer present an immediate danger to themselves or others. However, while in PES, youth are often medicated, which reduces or temporarily eliminates some of the challenging behaviors and affects whether they meet the criteria for a longer stay. PES is not equipped to hold these youth longer than needed while CFS locates an appropriate placement. In addition, the hospital's accreditation and license may be jeopardized if a youth is held beyond the designated time frame but no longer meets the requirement for the hold. These youth, and our system of care, need a short term stabilization unit where youth could receive follow up care after a visit to PES, be assessed for appropriate medication, and stabilize prior to entering placement.

It is possible, and hopeful, that with FFPSA, we may be able to put services in place for these at risk youth and families to reduce the number of youth and families getting to this point. In 2022, we had 30 youth with documented hospital/psychiatric hospital visits. The FFPSA implementation workgroups will look to meet the needs of this complex population when planning prevention services. For the time being, without a stabilization unit or additional placement options, youth being released from PES often turns into a crisis for CFS requiring significant staff overtime and county resources.

One of the other ongoing placement concerns is that older youth in foster care have often experienced significant trauma and disrupted attachments, which can lead to poor self-soothing and coping mechanisms, aggressive behaviors, increased CSEC risk or involvement, and substance abuse. Contra Costa County currently does not have the capacity or the appropriate facilities to address and treat youth with substance abuse who need that addressed concurrently with their trauma or other mental health diagnosis. Additionally, youth who are involved or at risk of involvement in CSEC need specialized support and safety within their placement. As an agency we strive to be able to serve our youth better by making appropriate treatment more accessible and available, but these special needs are not being met by the STRTP/QRTP level facilities, causing this to fall on the county placing agency to try to piecemeal a way to meet the child's needs. The goal is to continue to improve availability of and access to Behavioral Health and other supportive services wherever youth are residing.

STATE RESPONSE

The state has acknowledged these challenges in their CCR Legislative Report 03-2023, Continuum of Care Reform Oversight Report, and have taken several actions in response. There are several state budget investments for capacity building within counties, specific funding request processes for youth with complex needs, and general fund dollars for prevention services under FFPSA. They have opened the door to innovative models of care such as an STRTP with single or reduced capacity and other specialized STRTP programs with the intent to serve CSEC youth or another specialized population. Thus far, we have applied and been approved for two Innovative Model of Care rates for two of our high needs youth in enhanced STRTP settings. Each approval allowed us to place one of our highest needs youth in an STRTP with a reduced capacity, which allows their individual needs to be addressed more effectively. These enhanced STRTPs are costly, and each county is designated a limited allocation of Complex Care dollars. We plan to use our full county allotment.

The state is also attempting to support counties and STRTPs with technical assistance calls on specific children. Since July 2021, Contra Costa County has participated in five technical assistance calls with the state on children who have critical placement needs and were not accepted by any STRTP available. While these state calls allow room to discuss behavior, they do not support the immediate needs for placement.

CURRENT SITUATION

Contra Costa County has approximately 10 youth who are regularly denied placement in any available STRTP bed. Placement denials are based on youth's needs that exceed the ability of the STRTP to meet them, including (but not limited to) untreated mental health needs, substance abuse treatment needs, intensity and frequency of verbal and/or physical aggression, concerns for safety of staff and other residents, and significant property damage. When we do find STRTPs who are willing to serve these youth, several of our youth refuse their identified placement. As we cannot force a youth into a specific placement, their placement refusals exacerbate the issue of limited treatment options and severely impact our ability to meet the complex needs of these youth.

We regularly utilize our two 72 hour Transitional Shelter Care Facilities (TSCFs) to temporarily house youth who are awaiting an appropriate placement. However, several youth are unable to remain safely at our TSCFs (due to property damage, assault of staff members, and safety risks to other children). When the denial into the TSCFs occurs, CFS's only option is to care for youth in hotels and/or county offices with One-on-One 24 hour per day supervision provided by CFS Staff. One or two Social Workers, depending on the behavioral needs of the youth are required per youth for daily supervision, and no fewer than two Social Workers are necessary for overnight stays.

Aside from the risks of having youth in an unlicensed placement, the following details the projected salary, lodging, and incidentals costs of these alternative (unlicensed) solutions we have had to utilize.

Summary of Costs Incurred: CFS Support of One Youth in Hotel for 28 days		
Staff Overtime	$	140,647.47
Hotel Costs	$	4,722.33
Per Diem/Food/Incidentals	$	3,360.00
Total Expense	$	148,729.80
		$148,729.80/ 28 days = $5,311.78 per day
Projected Fiscal Impact for One Youth		
Daily	$	5,311.78
Monthly	$	159,353.36
Annually	**$**	**1,938,799.18**

Beyond cost, the most critical, time sensitive issues are safety and emotional supports for our dependent youth, increased safety and well-being concerns for our Staff, liability to the County for damaged or destroyed property, and non-compliance with California State Licensing requirements.

The practice of using unlicensed hotels and office buildings is not sufficient, nor sustainable to support youth who are not able to stay in traditional placements, and more importantly, it is impacting the safety of children and staff supervising those children. It has created:

- Increased safety concerns: High risk, CSEC, and older adolescents are staying in a hotel with CFS Staff. CFS Social Workers/Staff are supervising youth with presenting behavioral/mental health issues such as aggression, violence, and sexual acting out. Documented incident reports involving these youth include property damage, physical aggression toward staff and law enforcement, as well as unhealthy, potentially dangerous interaction with strangers in the community. Documented incidents from several other counties include assaults on Social Workers.
- Increased liability to County: Hotel damage, property destruction, and hotel staff liability are all concerns that need to be considered.
- Insufficient CFS staffing to support the needs: CFS Staff are re-assigned to cover the needed supervision of youth in unlicensed placements and/or work overtime shifts which results in:
  - Shifted priority from their normal caseload
  - Reduced productivity
  - Increased risk for being out of compliance on their regular caseload
  - Increased staff burnout and impacted emotional well-being
  - Increased secondary traumatic stress for non-Social Worker staff and other EHSD customers in the building for personal business
  - Increased risk for errors impacting case, documentation, service delivery and

youth oversight
    - Supervisor and Manager time being diverted to arrange accommodations and schedule additional staff shifts
- Stress and strain on the relationship with our Psychiatric Emergency Facilities: PES is not a placement and does not have the capacity or ability to meet the ongoing needs of our youth. The extended PES stays of several of our youth have strained our relationship with our medical facilities and taxed our Public Health Nurses and their ability to navigate and advocate for improved health services.

It is important to note that statewide, a large number of foster youth are now residing in "non-foster care" settings, which include hospitalizations, detention centers, and unapproved placements. The state CCR Oversight Report reports that there were 1,243 foster youth in "non-foster care" settings as of 07/01/2022.

POSSIBLE SOLUTIONS

CFS contracted with one Enhanced STRTP provider with two beds who is staffed appropriately to maintain placement of our youth with the most complex needs. CFS plans to utilize these beds for our highest needs youth and/or emergency STRTP placements as appropriate and when available. The Enhanced STRTP became available July 1, 2023 and CFS is already utilizing it for two youth with unmet complex needs.

CFS is also just finalized a contract with an Enhanced Intensive Services Foster Care (ISFC) provider who will have two homes who can take one enhanced ISFC placement each. The Enhanced ISFC homes and caregivers still need to be identified and developed, so this program will not be up and running until winter of 2023 at the earliest.

CFS continues to hold monthly calls with our Behavioral Health Partners and the state in order to try to come up with alternative solutions to meeting the needs of our youth. Therapeutic Foster Homes have also been explored with the hope of eventually having 3-4 of these high-level home based care facilities.

Contra Costa County CFS has also collaborated with San Francisco and several other counties in their Crisis Continuum Pilot Program, which aims to add additional capacity for high needs foster youth throughout the Bay Area and we hope to be able to utilize the increased regional capacity created by this pilot program. San Francisco is the lead county on this project but we will participate in planning and implementation meetings with them in an attempt to develop regional solutions to the current placement gaps.

JAMES

James first entered foster care in late 2006 at the age of 2, based on allegations of abuse from his mother. He was ordered into custody with his father in 2008, and then in 2012 re-entered foster care at the age of 8. He has been in and out of placement for the past 10 years. James spent several years at an STRTP. James has been diagnosed with schizophrenia and has suffered from auditory hallucinations. He has been prescribed psychotropic medication, which he has taken on and off, depending on his placement and cooperation. He has a history of substance use and AWOL, and verbally aggressive behavior. He is significantly behind in school credits and has an IEP for Emotional Disturbance and Specific Learning Disability.

James has had several temporary stays at the Receiving Center, our transitional shelter care facility, who would only allow him to stay there with a 24 hour CFS person assigned to him for one-on-one supervision. The Receiving Center later refused to take him and CFS was forced to utilize a hotel setting with one-to-one or two-to-one staffing ratios. During this time CFS has sought placement, unsuccessfully, with approximately 60 STRTPs.

James is currently being investigated for multiple criminal charges. He was placed in Juvenile Hall after his most recent arrest. The DA chose not to press charges, and James was set to be released from Juvenile Hall into Psychiatric Emergency (PES), as he was still considered a danger to himself and/or others. Unfortunately, with very short notice the afternoon he was being released from Juvenile Hall, EMS was unable to transport James to PES. CFS arranged for 2 social workers to borrow a Probation vehicle with a safety cage to assist with safe transport of James to PES. When they arrived at PES, James was non-cooperative, and the Sheriff's department was called to assist with intake at the hospital. Unfortunately, this resulted in James being tackled to the ground by the Sheriff's department in front of the CFS staff members at the hospital in order to get him admitted.

James states that he is not schizophrenic and does not need to be on medication, contributing to the county's level of difficulty in finding him an appropriate placement.

MARY

Mary came into foster care in 2015 at the age of 11. Her family's case originated in another county, and was transferred to Contra Costa. Mary is a Regional Center client with extensive trauma, whose diagnoses include Major Depressive Disorder with Psychotic Features, PTSD, and an intellectual disability. She has a history of running away from placement, and was considered a chronic runaway prior to entering the child welfare system. Mary has been found wandering the streets unsupervised multiple times since the age of four. During a period where Mary was absent from care, she was exploited and assaulted by a sex trafficker who coerced her into engaging in commercial sexual activity. Prior to entering foster care, Mary was also gang raped. She has had 19 placements while in foster care. The majority of her placements have been STRTP homes. Mary has also stayed in several secured psychiatric facilities due to a history of suicide attempts and auditory hallucinations telling her to harm herself. Mary is currently facing property destruction charges. She is in a mental health/special needs unit at a detention facility while CFS is working to identify a placement that can support Mary's high-level needs.

JUNE

June came into foster care in 2015 at the age of 10. Her parents, who adopted her as an infant, left her at a child welfare agency in another state, and waived their right to reunification services. June's first psychiatric hold came at age 10. June's diagnoses include Reactive Attachment Disorder, Global Developmental Delay, High Functioning Autism Spectrum Disorder, and Bipolar Disorder. For a long time, June thought she was a wolf and part of a wolf pack. June has had 17 placements since coming into care. CFS has had to advocate for June to receive Regional Center services. June has a history of running from placement, and throughout 2021, was hospitalized six times for being a danger to herself. She has frequently run into traffic after leaving placement, and has also visited random houses and knocked to be let in. There have been occasions where June was located by law enforcement while absent from care, and certain providers have refused to pick her up, reporting that June has behaviors they cannot handle, and insufficient staffing. June has been on a psychiatric hold where CFS was called to pick her up while still seriously concerned for June's stability and safety to herself and others. June has had multiple extended periods without good hygiene habits, to the point where it has impacted both her placement and her health. June has been in a general acute care medical facility since May. Prior to this, CFS was providing 1:1 social worker staffing for June, as this was the only way to keep June safe in a placement. June has been charged with several counts of felony vandalism.

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Building Brighter Futures Together

Continuum of Care Reform Update

October 17, 2023

Marla Stuart, EHSD Director
info@ehsd.cccounty.us | 925-608-4800

Continuum of Care Reform

Increased engagement with children, youth and families

Increased capacity for home-based family care

Limited use of congregate care

Changes in rates, training, accreditation, mental health services and accountability.

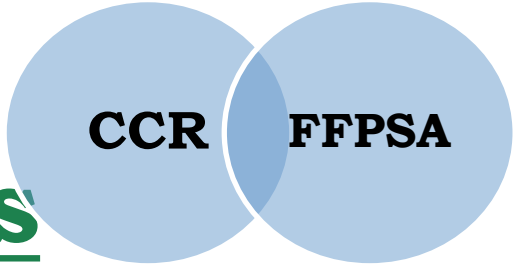
Family First Prevention Services Act (FFPSA)

Federal legislation:

- **Title IV-E funding for time-limited prevention services to provide services for children at risk of entering foster care.**

- **Provide comprehensive prevention and early intervention services that will reduce entries or re-entries into foster care.**

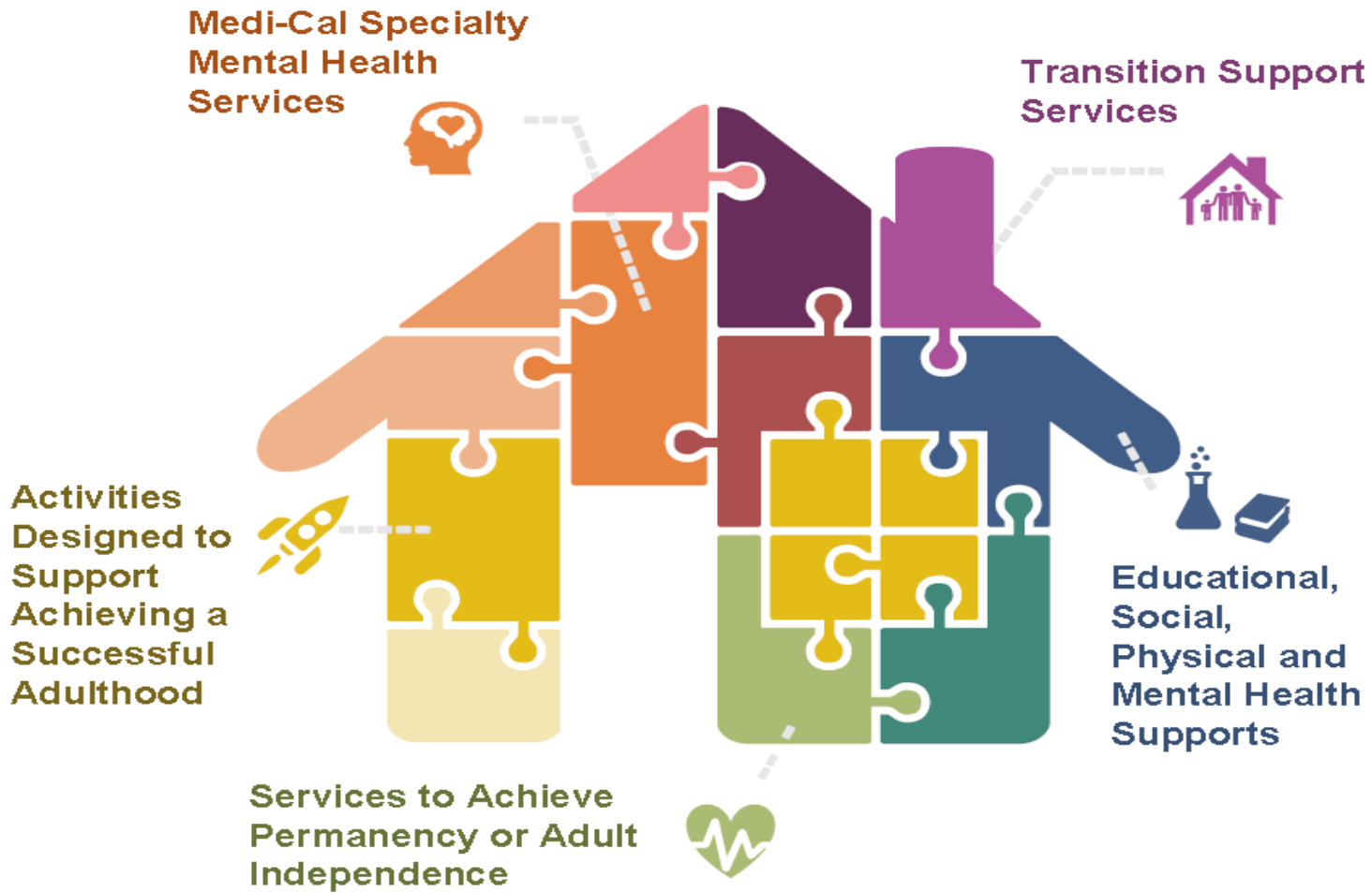
New and Renewed Goals



Prevent children from entering foster care by providing mental health services, substance abuse treatment, and in-home parenting skill training for families.

Improve well-being of children already in foster care by reducing placements in group care.

Short-Term Residential Therapeutic Program (STRTP)



Ongoing STRTP Challenges

Youth whose needs exceed STRTP level.

High costs and sustainability of the STRTP model.

- CCC has lost 24 in-county STRTP beds from 3 regularly used providers. Additional providers are working at reduced capacity.

Serving Youth with Unmet Complex Needs

In 2023, several CA counties have faced lawsuits, fines and citations for temporarily housing foster youth in their offices, hotels or other unlicensed placements.

Social Workers in other counties supervising these youth in unlicensed placement settings have been assaulted.

CCC contracts with two 72 hour transitional shelter care facilities which has mitigated the need to have youth in our offices when we cannot locate an appropriate treatment program.

Mary

Mary came into foster care in 2015 at the age of 11.

She is Regional Center client with extensive trauma

Her diagnoses include Major Depressive Disorder with Psychotic Features, PTSD, and an intellectual disability.

Mary has history of running away from placement

Mary has been found wandering the streets unsupervised multiple times since the age of four.

During a period where Mary was absent from care, she was exploited and assaulted by a sex trafficker who coerced her into engaging in commercial sexual activity.

Prior to entering foster care, Mary was also gang raped.

She has had 19 placements while in foster care. The majority of her placements have been STRTP homes.

Mary has also stayed in several secured psychiatric facilities due to a history of suicide attempts and auditory hallucinations telling her to harm herself.

Mary served time in jail for property destruction charges. She is currently in a locked regional center facility.

Two contracts awarded based on RFP

1. Enhanced Short-Term Residential Therapeutic Program (STRTP)

- **Capacity: 2**
- **Available: July 1, 2023**

2. Two Enhanced Intensive Services Foster Care (E-ISFC) Homes

- **Capacity: 1 in each home**
- **Available: End of 2023**

Collaboration

CFS meets regularly with new and existing STRTP providers to provide ongoing support and partnership and offers one-to-one support as needed.

Effective 10/01/2023, Behavioral Health will provide support to youth at our Transitional Shelter Care Facilities.

CFS and Behavioral Health are teaming to support in-county STRTPs with Mental Health Contracts so they can provide specialty mental health services to youth in placement.

Goals for CFS youth receiving BH Services

Double the number of youth receiving ICC services to ensure youth are connected to appropriate community and BH resources. (currently approx. 15 %)

Increase number of families being served by WRAP to 16 (currently 2).

Increase number of foster youth receiving Mental Health Services (individual and family therapy, care coordination, and specialized supports) to 500 youth each year.

- 366 foster youth received these services in 2022.

Improve utilization of community based BH supports such as ROAR and REACH.

- CFS has over 100 youth with substance abuse challenges that would benefit from treatment and/or an inpatient substance abuse program.

Psychiatric Emergency

In the calendar year 2022, there were 57 unique clients with Foster Care Aid Code who utilized Psychiatric Emergency (PES)

- **57 clients had a total of 87 separate PES encounters**
- **Age of clients ranged from 11 to 20 years**

New Entries into Foster Care

From 8/2022 to 8/2023, CFS opened 11 new cases with a child being discharged from PES directly to CFS when a parent or guardian failed or refused to pick the youth up from Psychiatric Emergency.

As soon as PES determines the child is stable enough to be discharged, CFS has to locate an appropriate and safe placement for a youth with minimal information regarding the youths mental health and other needs.

These youth, and our system of care, need a short term stabilization unit (ideally for longer than 23 hours) where youth could receive follow up care after a visit to PES, be assessed for appropriate medication, and stabilize prior to entering placement.

Additional Collaboration

Behavioral Health's Crisis Stabilization unit opening this fall will act as an alternative to youth accessing PES that can focus more specifically on youth.

- **However, this remains a short term solution for our youth with significant MH needs.**

CFS and Behavioral Health regularly review staffing challenges in order to try to best utilize any available staff and redefine roles as needed to improve supports to our children and families.

Fiscal Impact

Cost of high level placements, in instances where:

- **Court does not approve STRTP placement**
- **STRTP does not meet federal STRTP regulations.**
- **Child is not admitted to any of the STRTP facilities.**

The state has set up Complex Care funding and Capacity Building Allocations.

- **Concerns about long term solutions with short term funding.**

Goals

- *To continue to build and support a community system of care with child well-being at the core.*
- ***We are committed to adapting to the evolving needs of our population, and seeking the best possible outcomes for youth in our care.***

File #: 23-667 **Agenda Date:** 10/17/2023 **Agenda #:** D.5.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Measure X Phase 2 Innovation Fund Recommendations

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

1. RECOGNIZE and ACKNOWLEDGE all of the Phase 1 and 2 Innovation Fund applicants for their participation in this grant opportunity.
2. APPROVE Measure X Phase 2 Innovation Fund awards totaling $1,647,500 to four Phase 2 applicants listed on Attachment 1 and AUTHORIZE and DIRECT the County Administrator to negotiate and execute grant contracts with each grantee organization.
3. APPROVE recommendation of the Review Panel to reserve the unallocated balance of $322,500 for project contingencies or future grant supplementation.

FISCAL IMPACT:

The $2,000,000 Innovation Fund derives from a one-time Board allocation of Measure X sales tax revenue. Six Phase 1 planning grants of $5,000 each were awarded in May, leaving a fund balance of $1,970,000. Recommended Phase 2 grants, if approved, will reduce the fund by $1,647,500, leaving an unallocated balance of $322,500.

BACKGROUND:

On November 16, 2021, the Measure X Community Advisory Board presented a report and recommendations to the Board of Supervisors for expenditure of Measure X revenue. Among the many recommendations approved by the Board of Supervisors that day was a one-time allocation of $2 million to establish an Innovation Fund to seed pilot programs and innovative projects. The recommendation included allocating these funds to the County Administrator's Office for development of Innovation Fund guidelines for review by the Board's Finance Committee prior to issuing a request for proposals.

Under the guidance of the Board and its Finance Committee, the County Administrator's Office administered a two-phase competitive bidding process seeking innovative public service programs for possible award of funds. This process was guided by the following Board-adopted principles and program priorities:

Guiding Principles:

- The first question is not 'Is this going to work?' but rather, 'If it works, would it matter?'
- Unlike traditional grantmaking, intentionally seek to trade off probability of success in return for greater potential impact.
- Invest in approaches that may have a higher risk of failure, but the potential to be lasting and truly game changing if they succeed.
- Seek out ideas with transformative potential, take risks on less proven approaches, and recognize that innovation requires flexibility, iteration and, yes, even failure.
- Strive to balance rigorous analysis with intuition about a project's potential for transformative change.
- The impact from one or two big, transformational successes in a portfolio can justify the opportunity cost of many failures.
- Recognize that money given away for social purposes is effectively gone, regardless of outcomes.

Innovation Fund Priorities:

- Projects that respond to local service needs
- Projects that improve equitable access to public services
- Projects that remove structural barriers that cause inequities and poverty
- Projects that have the potential to provide the greatest impact for every dollar spent
- Projects that have potential for transformative change rather than simply replicate safe, established programs

Proposals were invited under the following categories:

- **Safe & Engaged Communities** - Improving health, wellness, and public safety outcomes through community outreach/awareness, education, and engagement.
- **Agriculture and Food Systems** - Improving environmental health, economic profitability, and social and economic equity.
- **Economic Vitality** - Providing education, job training, decent jobs, and viable businesses to reduce the number of people at a poverty level.
- **Clean & Sustainable (Clean and Green) Environment** - Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
- **Reliable & Accessible Infrastructure** - Modernization, technology, or equity in digital access, cybersecurity, and resilience.

With input from the Board's Finance Committee, the County Administrator convened a diverse and highly

qualified 7-member review panel composed by the following individuals:

	Seat	Panelist	Job Title	Area
1	Funder's Forum 1	Susan Haley	Senior Program Officer/Director of Operations. Dean and Margaret Lesher Foundation	Walnut Creek
2	Funder's Forum 2	John Cullen	Retired Contra Costa County Administrator and Employment and Human Services Director	Concord
3	CC Regional Health Foundation (CCRHF)	Dr. William Walker	CCRHF Executive Committee, Director of Legislative and Governmenal Affairs-CCH, Retired Contra Costa County Health Services Director and County Health Officer	All County
4	County staff	Rhonda Rochon-Smith	Volunteer Program Director, Contra Costa Regional Medical Center	All County
5	Advisory Body 1 Alcohol & Other Drugs Advisory Board	Talia Moore, Ed.D	Criminologist and College Professor, Holy Names Univ., Chabot College and other colleges	El Sobrante
6	Advisory Body 2 Mental Health Commission	Gerthy Loveday Cohen	Counselor, Liberty Union High School District	Brentwood
7	Advisory Body 3 Economic Opportunity Council	Timothy Barrow	Apprenticeship Program Coordinator, My Brother's Keeper Retired Construction Manager and Realtor	Antioch

The County Administrator is deeply appreciative of the time and effort volunteered by the Panelists, all who served during both phases except for Dr. Moore, who was unavailable to fully participate during Phase 2. Many hours of study, thought, and discussion were required to develop the recommendations presented to the Board today.

Phase 1 Summary. Phase 1 was conducted from November 1, 2022 through May 23, 2023. Fourteen qualifying applications were received during Phase 1, with one applicant later withdrawing, leaving thirteen applicants. In May 2023, the Board approved the Review Panel's recommendations to advance eight of the thirteen proposals to Phase 2. Of the eight applicants, one was subsequently disqualified, leaving seven potential Phase 2 proposals.

Phase 2 Summary. Phase 2 was initiated on June 23, 2023 following a mandatory bidders' conference on June 22. Of the seven applicants invited to participate in Phase 2, six of the seven submitted proposals by the August 7 deadline (see Attachment C - Request for Proposals). The total amount requested by the six applicants is $2,726,737, which exceeds the current balance in the Innovation Fund by $756,737.

The Review Panel convened four times in September to interview the six applicants and review, rate, and rank proposals in accordance with the guiding principles and priorities adopted by the Board and determine funding recommendations. The rating rubric, which was communicated at the June bidders' conference, can be found in Attachment 2. Oral presentations and interviews were conducted by the Panel on September 12 and all Phase 2 applicants participated.

The County Administrator appreciates the Panel's careful consideration of each proposal and proffers the Panel's recommendations for four Phase 2 awards today totaling $1,647,500. The recommendations showing the proposal rankings, program summaries, and amounts requested and recommended are shown in Attachment

1. The Panel recommends that the proposed unallocated balance of $322,500 be reserved in the Innovation Fund for possible future supplementation of the recommended projects, as needed and upon approval by the Board.

The Review Panel wishes to emphasize that a recommendation of "no grant award" does not in any way signify a lack of worthiness of a proposal in terms of a valid need for services, but rather reflects the fundamental criteria for this funding designation that awards be made to innovative projects and programs that demonstrate strong consistency with defined Innovation Fund guidelines.

The County Administrator today seeks Board direction on the Phase 2 grant awards. Upon direction by the Board of Supervisors, the County Administrator will negotiate and execute grant contracts in the amounts approved and authorized by the Board today.

The County Administrator also wishes to recognize the excellent support of Buyer II Dally Aleman, who administered the online bidding process, and County Counsel Tom Geiger, who provided thoughtful advice and guidance throughout the process.

Next Steps. The precise schedule for the remaining steps will depend somewhat on the cooperation and availability of the grantees. However, the Board can be assured that the County Administrator's Office is working as efficiently as possible to complete the entire process in an expeditious manner. Following are the remaining steps:

- CAO negotiates service plans and payment provisions with each grantee;
- Contracts are drafted, reviewed by legal counsel as to form, and executed;
- Target for contract effective dates is December 1, 2023;
- Quarterly monitoring and report by CAO;
- Annual evaluation and final report to BOS (target January 2025).

CONSEQUENCE OF NEGATIVE ACTION:

None.

MEASURE X INNOVATION FUND
PHASE 2 GRANT RECOMMENDATIONS

Panel Ranking	Applicant	Phase 2 Project Summary	Amount Requested	Amount Recommended	Review Panel Comments
1	White Pony Express	Food Rescue Hero Program, a technology solution that connects food producers' surplus with available volunteer food-runners and food recovery organizations. Like Uber, only for free food distribution. Program would maintain a daily delivery schedule coordinated by a dispatcher. Volunteer operations team is certified in food handling and safety. Transit trucks are refrigerated. Proved through a pilot program. Anticipates significant expansion effective January 2024 with SB 1183.	$ 100,000	$ 100,000	Safe and Engaged Communities, Agriculture/Food Systems, Clean/Sustainable Environment, Reliable and Accessible Infrastructure. The recommended amount will help fund two staff, marketing and technology costs, a forklift, office rental and necessary travel. The proposal is well planned and anticipates SB 1183, which requires restaurants, grocery stores, etc., to recover surplus edible food for recovery by food recovery organizations. The proposal is innovative, has measurable goals, and promises multiple benefits.
2	Tech Exchange (Oakland Public Education Fund as fiscal agent)	Digital Inclusion Program: Source used computer devices from environmentally responsible businesses and individuals, refurbish and distribute devices to persons who receive public benefits and complete 8 hours of free digital skills training, and to nonprofit organizations that serve disadvantaged groups. Training offered in multiple languages. Program employs STEM interns.	$ 500,000	$ 500,000	Economic Vitality, Clean/Sustainable Environment, Reliable and Accessible Infrastructure. The recommended amount will help fund staff and STEM interns, marketing, workforce development, and device refurbishment. The program is innovative, well planned, multi-faceted, has measurable goals, and promises multiple benefits.
3	Food Bank of Contra Costa and Solano	Smart Lockers Program: Purchase of food lockers to enable eligible individuals to pick up food anonymously and at their convenience. Like Amazon Hub Locker model. Banks of 20 climate-controlled lockers that can be placed either inside or outdoors. Food orders are placed electronically, and user codes are granted for pick up. Begin with a standard set of food staples with a goal of customizing for dietary preferences or restrictions. Up to three locker fills daily, so each 20-locker bank can potentially serve 60 families daily.	$ 1,053,500	$ 717,500	Safe and Engaged Communities, Agriculture/Food Systems, Reliable and Accessible Infrastructure. The recommended amount will fund food and four (six were requested) 20-locker banks, ideally placed in E/W/C county locations accessible and maintained 24/7 as a pilot to demonstrate how frequently they will get used and to identify issues with their use and maintenance. The recommended amount would also fund Salaries and Wages to oversee the program.
4	Lincoln	Pittsburg Mobile Family Resources Program, a network of services to provide coordinated, comprehensive supports to youth and families in neighborhood spaces and eventually in a brick & mortar Family Resources Center.	$ 330,000	$ 330,000	Safe and Engaged Communities, Economic Vitality. The recommended amount will fund staff, contracted site partners and evaluation services, computers, office rental and necessary travel. The applicant has already established partnerships with schools, First 5, and related nonprofits. The program is a proven model and is turn-key, but seed funding is needed to launch.

MEASURE X INNOVATION FUND
PHASE 2 GRANT RECOMMENDATIONS

Panel Ranking	Applicant	Phase 2 Project Summary	Amount Requested	Amount Recommended	Comments
5	Lao Family Community Development	Care Campus San Pablo: Capital construction and equipment to rehabilitate a kitchen and bathrooms and equip a computer lab for a building purchased in 2008, to function as supportive space in an existing one-stop campus where programming and case management are delivered for low-income individuals. Programming already exists. The San Pablo location is the 4th campus to be operating in the state; a 5th is planned in Sacramento. Renovation of support space would enable meals to be warmed and clients to shower.	$ 600,000	$ -	Safe and Engaged Communities. The request is to fund capital infrastructure in support of existing programs. The proposal is not the same as the Phase 1 concept reviewed by the Panel, in that Mx funds would not be used to leverage other funds to construct affordable housing. Applicant has already secured housing funds from other sources. The Phase 2 request is to renovate existing space to support existing programs and, therefore, was considered inconsistent with the Innovation Fund priorities.
6	Support4Recovery	Hispanic Outreach Manager: Addiction treatment in the Hispanic community. Modeled off BiBett's Pueblo del Sol program, which offers a residential detoxification program to Spanish speakers. Program goals are to increase awareness that recovery services are available in Spanish and help individuals overcome barriers to getting substance abuse treatment, such as obtaining U.S. identification.	$ 143,237	$ -	Safe and Engaged Communities. The request is to fund staff, travel, training, and 40 30-day sober living environment housing grants. The proposal was not deemed innovative in terms of services to be provided but rather targets a gap in the population being served by existing programs due to language barriers. No quantifiable outcome goals or measures were proposed. Some of the service gaps mentioned by applicant are meant to be addressed by other existing programs. The amount requested exceeds the annual budget of the applicant, which led to concern about the applicant's capacity to deliver the program.
		Totals:	$ 2,726,737	$ 1,647,500	
		Balance Available:	$ 1,970,000	$ 1,970,000	
		Requests in Excess of Funds:	$ (756,737)	$ 322,500*	Unallocated balance *See staff report for recommendation

MEASURE X INNOVATION FUND
PHASE 2 SCORING RUBRIC

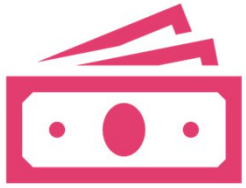
65% Weight					EXPERIENCE OF FIRM AND INDIVIDUALS 25% Weight	OVERALL QUALITY OF THE RESPONSES 10% Weight	RAW AND WEIGHTED SCORES
10%	**10%**	**10%**	**20%**	**15%**	**25%**	**10%**	**100%**
Improve equitable access to public services	**Remove structural barriers that cause inequities and poverty**	**Provide greatest impact per dollar spent**	**Has potential for transformative change**	**Scalability**	**Experience and technical competence, project mgmt, financial mgmt, communications**	**Overall Quality (Consistency with Guiding Principles)**	**TOTAL**

CONTRA COSTA COUNTY INNOVATION FUND

PHASE 2 OVERVIEW AND RECOMMENDATIONS

OCTOBER 17, 2023

Innovation Fund



Board one-time designation of $2,000,000 from Measure X Sales Tax revenue

Grants to be administered by the County Administrator on behalf of the Board

Awards to be made after Review Committee recommendation and Board approval

Innovation Fund Review Panel

Review Panel composed of highly qualified, diverse group of individuals:

- 2 members of the Contra Costa Funders' Forum
- 1 member of the Contra Costa Regional Health Foundation
- 1 member of the Alcohol and Other Drugs Advisory Board
- 1 member of the Family and Children's Trust Committee
- 1 member of the Economic Opportunity Council
- 1 employee of the County Health Services Department

Overview of Innovation Fund General Policies

Categories of Service
Fund Priorities
General Requirements
Application Process

Funding Categories

Safe & Engaged Communities
Improving health, wellness, and public safety outcomes through community outreach/awareness, education and engagement.

Agriculture and Food Systems
Improving environmental health, economic profitability, and social and economic equity.

Economic Vitality
Providing education, job training, decent jobs and viable businesses to reduce the number of people at a poverty level.

Clean & Sustainable (Clean and Green) Environment
Safe food and water, proper waste disposal, clean air, pest control; preventing waste.

Reliable & Accessible Infrastructure
Modernization, technology, or equity in digital access, cybersecurity and resilience.

Innovation Fund Priorities

- ✓ Projects that improve equitable access to public services
- ✓ Projects that remove structural barriers that cause inequities and poverty
- ✓ Projects that have the potential to provide the greatest impact for every dollar spent
- ✓ Projects that have potential for transformative change rather than simply replicate safe, established programs

Ineligible Projects

Projects that…

- Are not new or innovative to Contra Costa County
- Are designed to only supplement operations or revenue lost
- Do not align with Contra Costa County's Innovation Fund priorities (see prior slide)
- Will not be executed in 2023-2024

Phase 1 Results

15 conceptual proposals received

1 ineligible,

1 withdrew

Of the 13 remaining, the Review Panel recommended that 8 applicants be advanced to Phase II

Of the 8, one was subsequently disqualified, leaving 7 potential Phase 2 proposals

Amount available for distribution in Phase 2 is $1,965,000

Overview of the Phase 2 Application

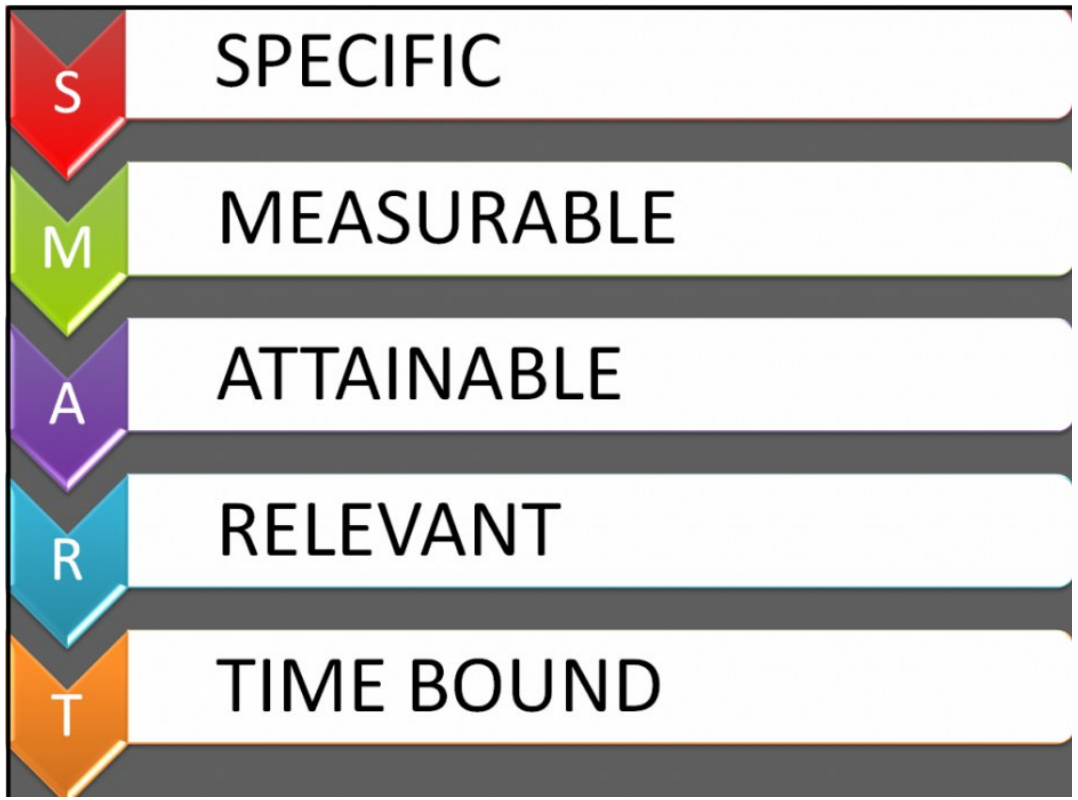
Awards to Finalists for a potential total of $1,965,000:

Full proposal that addresses:

A. Work/implementation plan
B. Key implementers and stakeholders
C. Project schedule and budget
D. Other revenue sources, if any
E. Detailed description of outcomes and impacts
F. Evaluation Protocol
   - How will success be measured?
   - How will the outcomes be demonstrated to the community?

10

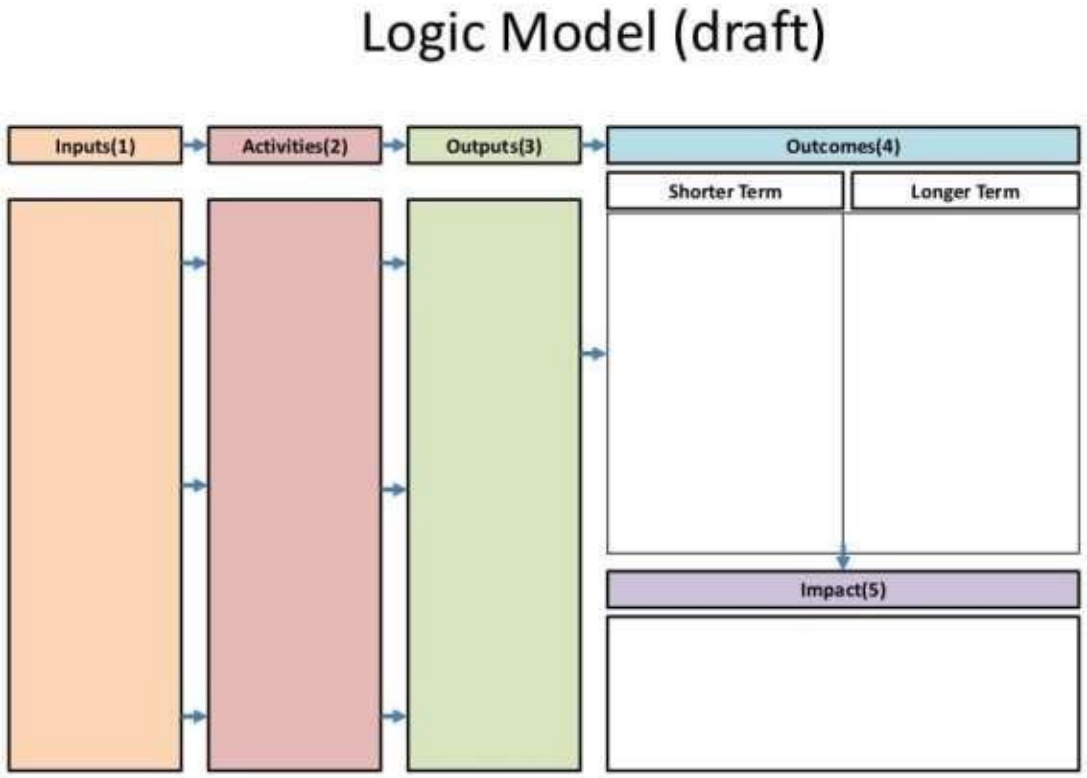
How we measure goals and outcomes...



Post-Implementation Report and Evaluation

- Project timelines should not extend past 12/31/24.
- Evaluation will be based on pre-defined deliverables and expected outputs and outcomes specific to each award.
  - How will success be measured?
  - How will the outcomes be demonstrated to the community?
  - Project Timeline – What are the deliverables and when will they be realized?
  - Formal logic model is required (next slide)

Logic Model Example



Phase 2 Results

6 proposals received (one Phase 1 recipient did not submit a Phase 2 proposal)

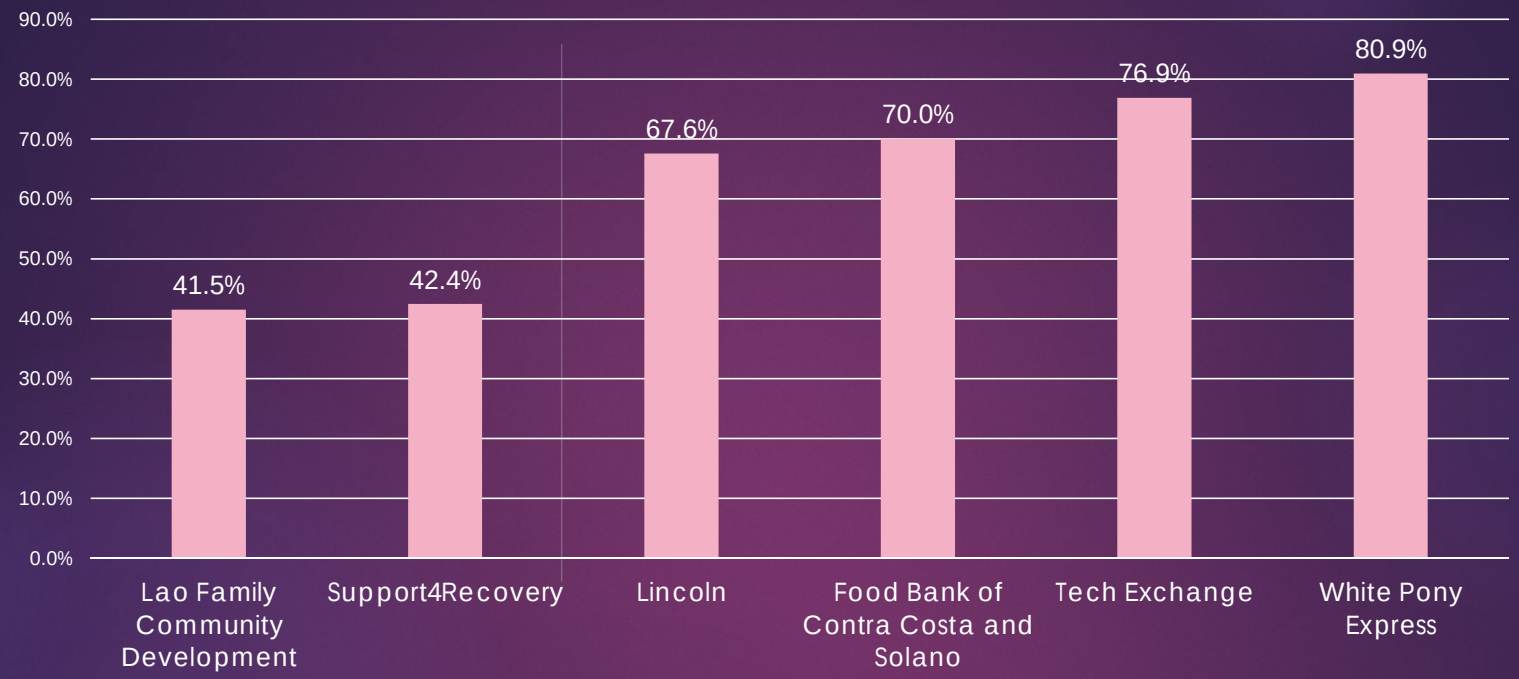
Revised amount available for distribution in Phase 2 is $1,970,000

Review Panel rated and ranked 6 proposals

County Administrator recommends funding for 4 of 6 proposals.

Scoring Rubric

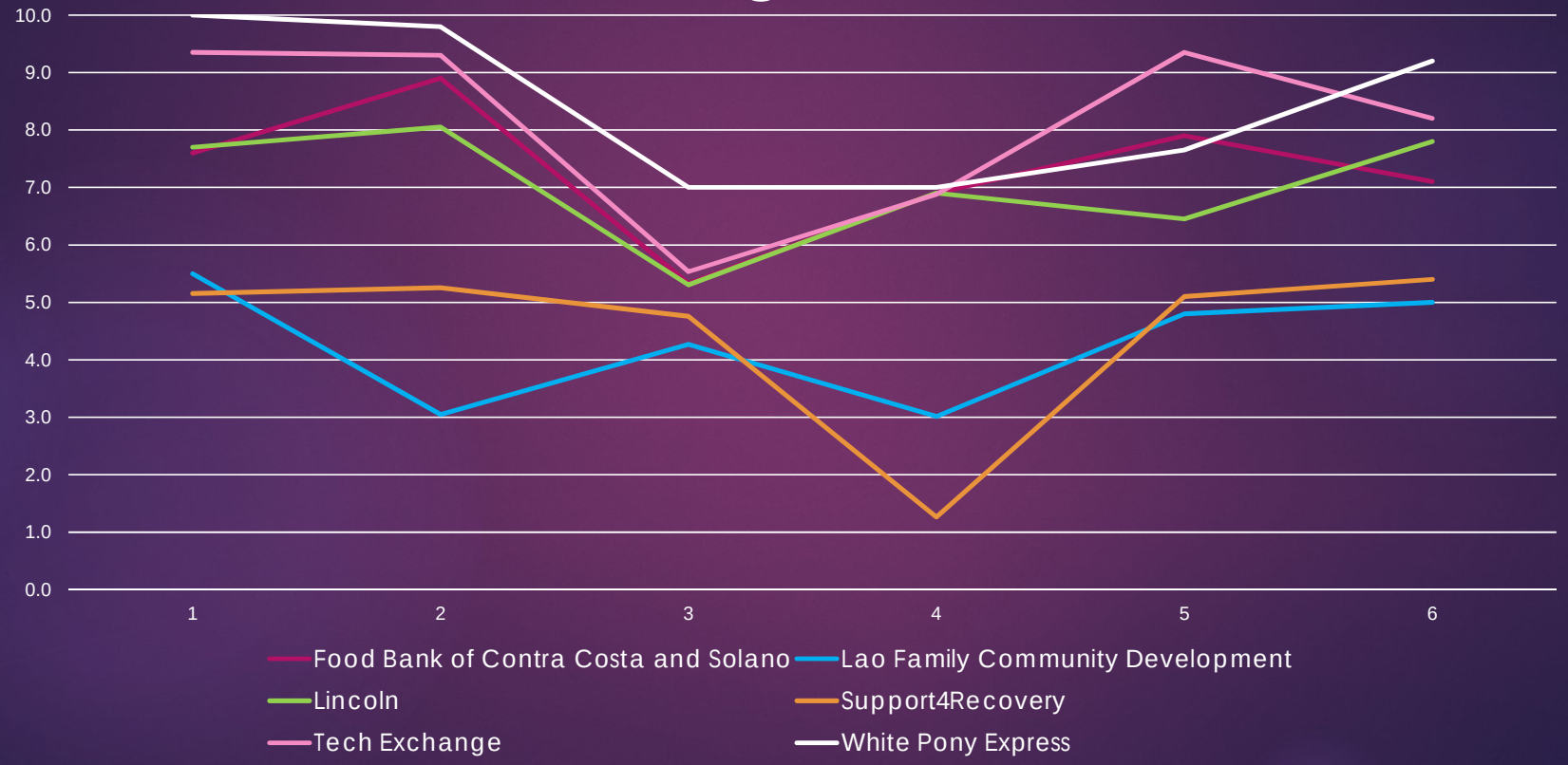
65% Weight					EXPERIENCE OF FIRM AND INDIVIDUALS 25% Weight	OVERALL QUALITY OF THE RESPONSES 10% Weight	RAW AND WEIGHTED SCORES
10%	**10%**	**10%**	**20%**	**15%**	**25%**	**10%**	**100%**
Improve equitable access to public services	**Remove structural barriers that cause inequities and poverty**	**Provide greatest impact per dollar spent**	**Has potential for transformative change**	**Scalability**	**Experience and technical competence, project mgmt, financial mgmt, communications**	**Overall Quality (Consistency with Guiding Principles)**	**TOTAL**



Innovation Fund

Phase 2 Compiled Ratings

Innovation Fund
Phase 2 Panel Ratings



Rank	Applicant	Project Name	Amount Requested	Amount Recommended
1	White Pony Express	Food Rescue Hero	$ 100,000	$ 100,000
2	Tech Exchange	Digital Inclusion	$ 500,000	$ 500,000
3	Food Bank of Contra Costa and Solano	Smart Lockers	$1,053,500	$ 717,500
4	Lincoln	Pittsburg Mobile Family Resources	$ 330,000	$ 330,000
5	Lao Family Community Development	Care Campus San Pablo	$ 600,000	$ -
6	Support4Recovery	Hispanic Outreach Manager	$ 143,237	$ -
		Totals:	$2,726,737	$1,647,500
		Balance Available:	$1,970,000	$1,970,000
		Remaining Balance:	($ 756,737)	$ 322,500

Phase 2 Recommendations

Application Schedule

- Phase 1 Concept Paper and Board action – COMPLETED
- Phase 2 Mandatory Bidder's Conference (June 22, 2023, 2:30 p.m.) - COMPLETED
- Phase 2 Full Proposal (Monday, August 7, 2023, 3:00 p.m.) Potential awards made to finalists to continue successful explorations through to implementation, for a maximum of $1,965,000 - COMPLETED
- Phase 2 Oral Presentations (September 12, 2023) - COMPLETED
- Board of Supervisors action (October 17, 2023)
- Contract Development – (Oct/Nov)
- Post-Implementation Report and Evaluation (quarterly and final annual) Grantees to submit closeout report for CAO evaluation and report to the Board of Supervisors (target for final rpt. Jan 2025)

Previous Innovation Fund Reports

- Measure X Community Advisory Board, July 19, 2023, Item 4, Progress Report
- Board of Supervisors, May 23, 2023, Item D.6, Phase 1 recommendations and awards
- Finance Committee, January 23, 2023, Item 3, Review Panel composition
- Board of Supervisors, October 18, 2022, Item D.6, policies, guidelines, procedures
- Finance Committee, October 3, 2022, Item 4, policies, guidelines, procedures

All materials are available at the Agenda Center on the County's webpage

END OF PRESENTATION

Eligibility Requirements Part I

- ✓ Tax Exempt Organization IRS designation under section 501(c)(3) of the Internal Revenue Code (most nonprofits) - automated with EIN search
  - ➢ IRS designation under section 501(c)(6) of the Internal Revenue Code (chambers of commerce) - automated with EIN search
  - ➢ Most recent IRS Form 990, 990-EZ, 990-N (postcard) or Form 1023/1024 indicating religious or other exemption from filing - attached to electronic application
- ➢ "Current" status with the California Secretary of State
  - California Business Portal printout (bizfileonline.sos.ca.gov)

Eligibility Requirements Part II

Organization must:

- ✓ Operate in Contra Costa County or provide documented services for residents of Contra Costa County
- ✓ Meet County insurance requirements, including:
  - General Liability Insurance coverage of at least $500,000
  - Indemnifying the County, and covering for any emergent liabilities
  - Workers compensation insurance is required for organizations that have employees, or if volunteers receive ANY stipends/payment
- ✓ Have bylaws or policies that describe the way business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.
- ✓ Have at least one year of experience with the project or in the program area being proposed.
- ✓ Have staff or authorized representatives adequately trained to administer and provide the program described.

Contra Costa County

REQUEST FOR PROPOSAL (RFP)

County Measure X Innovation Fund
Phase II: Project Implementation Plan

RFP #: 2306-665

RELEASE DATE: June 23, 2023

Proposal Due Date: August 7, 2023

NO LATER THAN 3:00 P.M. PDT

Contact: Julie Enea, Senior Deputy County Administrator

CONTRA COSTA COUNTY
COUNTY ADMINISTRATOR'S OFFICE
1025 ESCOBAR ST., 4TH FL.
MARTINEZ, CALIFORNIA 94553

Table of Contents

Section I: Introduction 3

Section II: Phase 2 Qualification and Requirements..... 5

Section III: Evaluation and Selection Process.....7

Section IV: Instructions to Responders.....9

Exhibits	Attachments
• Exhibit 1 – Project Description	Attachment A: Addenda Acknowledgement
• Exhibit 2 – Sample Project Budget	Attachment B: Contra Costa County Terms and Conditions
• Exhibit 3 – Logic Model	Attachment C: Anti-Collusion Statement
• Exhibit 4 – Timeline/Milestones	

Section I: Introduction

A. Purpose

The County is soliciting a Request for Proposal (RFP) from interested and qualified California registered nonprofit organizations who wish to develop and submit comprehensive Project Grant proposals for innovative projects that respond to local service needs, improve equitable access to public services, remove structural barriers that cause inequities and poverty, provide the greatest impact for every dollar spent, and have potential for transformative change in Contra Costa County.

B. Objectives

The County Board of Supervisors has approved a one-time allocation of Two Million ($2,000,000) of FY 22-23 Measure X sales tax dollars to fund the planning and implementation of one or more selected projects in the following categories:

1. **Safe & Engaged Communities** – Improving health, wellness, and public safety outcomes through community outreach/awareness, education, and engagement.
2. **Agriculture and Food Systems** – Improving environmental health, economic profitability, and social and economic equity.
3. **Economic Vitality** – Providing education, job training, decent jobs, and viable businesses to reduce the number of people at a poverty level.
4. **Clean & Sustainable (Clean and Green) Environment** – Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
5. **Reliable & Accessible Infrastructure** – Modernization, technology, or equity in digital access, cybersecurity, and resilience.

Phase I – (COMPLETED) Planning Grants. The County awarded Planning Grants, each in the amount of $5,000, to eight applicants for development of selected project concepts into comprehensive Phase II-Project Grant proposals.

Phase II of the Innovation Fund grant process will offer up to One Million Nine Hundred Sixty Thousand ($1,960,000) to one or multiple eligible Phase I grantees.

Award of a Planning Grant will not guarantee award of a Project (Implementation) Grant.

C. Calendar of Events

Event	Date
RFP Release date	6/23/2023

Last date to submit written questions	7/14/2023 no later than 3:00 p.m. PDT
RFP due date	8/7/2023 no later than 3:00 p.m. PDT
Applicant's Interview date	TBD (likely between 9/1/2023 and 9/22/2023.
Contract award date	TBD

D. Questions

All questions regarding the proposal will be accepted through the Periscope S2G/BidSync site only. The deadline for submitting questions for this RFP is on or before 7/14/2023 no later than 3:00 p.m. PST. All questions will be answered and disseminated to those registered on the Periscope S2G/BidSync website. Contact customer service if you need technical assistance with any part of the bid process; support@bidsync.com or call (800) 990-9339.

E. Correspondence

As of the issuance of this RFP, vendors are specifically directed not to contact County personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the vendor.

F. Addenda Acknowledgement

All the Contractors participating on this bid shall acknowledge receipt of any amendments to this bid event by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this bid event shall be issued only by the County. See attachment A.

Section II: Phase II Qualification and Requirements

The County is soliciting responses from Contra Costa County Innovation Fund Phase I grantees that have innovative project concepts meeting the County's Objectives that cannot be implemented without supplemental funding.

Your response shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your response.

A. Qualifications. The qualified proposer must include copies of documents demonstrating eligibility that were not already provided in the Phase I submittal. Eligibility requirements and the acceptable evidentiary documents are listed below.

- ✓ Tax Exempt Organization. Documents certifying:
  - IRS designation under section 501(c)(3) of the Internal Revenue Code (most nonprofits), or
  - IRS designation under section 501(c)(6) of the Internal Revenue Code (chambers of commerce)
  - Most recent IRS Form 990, 990-EZ, 990-N (postcard) or Form 1023/1024 indicating religious or other exemption from filing
- ✓ "Current" status with the California Secretary of State
  - California Business Portal printout (bizfileonline.sos.ca.gov), attached to e-application
- ✓ Meet County insurance requirements, including insurance certificates demonstrating:
  - General Liability Insurance coverage of at least $500,000
  - Indemnifying the County, and covering for any emergent liabilities
  - Workers compensation insurance is required for organizations that have employees, or if volunteers receive ANY stipends/payment
- ✓ Copies of bylaws or policies that describe the way business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.

B. Requirements. All eligible participants shall complete the attached application. The grant award funds will be disbursed on a cost reimbursement basis following execution of a grant contract.* (See below for exceptions.) Within a year of grant

funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report that includes invoices and receipts documenting how funds were spent and the results of the project. Grant awardees may request a budget modification to address any proposed changes to the project costs. This request must be made in writing prior to incurring the unapproved expenses. Unapproved expenses will not be reimbursable. Innovation Fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

The County will make grant awards for prospective expenditures from selected Phase I grantees. Project expenditures eligible for reimbursement must be made after Board of Supervisors approval of grant funding.

*Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship: Private, non-profit entities that can demonstrate that providing Innovation Fund grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to one-half of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (October 15, 2024), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent and provide a final project report documenting the results of the project.

If selected, the grantee (s) shall provide evidence of eligibility and proof of insurance, as specified in their contract with the County.

Section III: Evaluation and Selection Process

A. Selection Process

All proposals received will be evaluated by an RFP Review Panel. The following criteria, not listed in the order of importance, will be used to determine which concept proposals best meet the needs of the County. Proposals will be evaluated based on the following criteria:

- Experience and technical competence, project management, financial management, communications, track record and credibility of the organization, and organizational capacity and expertise of the applicant to achieve the intended outcomes
- Potential of the project for transformative change
- The extent to which the project can be scaled up or replicated in the future with additional funders, through collaborations, or through other methods and systemic approaches (if applicable)
- The extent to which the project will improve equitable access to public services
- The extent to which the project will remove structural barriers that cause inequities and poverty
- Potential of the project to provide greatest impact per dollar spent
- Overall quality of the concept and proposal (consistency with Innovation Fund guiding principles; measurable and identifiable objectives, timelines, benchmarks, impact, and results of the project; the extent to which the project activities are directly tied to desired outcomes)

B. Evaluation and Interview

Upon completion of the review period, the County shall notify those Proposers who will be considered for an interview. Any delay caused by Proposer's failure to respond to direction from the County may lead to a rejection of the Proposal. The individual and/or team members identified in the proposal should attend the interview. Applicants should prepare to make a 10-minute presentation to the Review Panel. Interviews may be conducted virtually, at the discretion of the Review Panel.

C. Award of Agreement

If the County determines to award a Phase II Grant, a Professional Services Contract shall be sent to the successful Proposer for the Proposer's signature. No proposal or award shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both Proposer and the County.

D. Proposals are Public Records

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

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

E. Protest Procedures

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

Cindy Shehorn, Purchasing Services Manager

Contra Costa County

Public Works Department
40 Muir Road, 2nd Floor
Martinez CA, 94553

Section IV: Instructions to Responders

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

A. Format

Respondents shall submit proposals that are concise and respond to the specifications posted in this RFP. Respondents shall submit each bid with a cover letter signed by an authorized person and include the following documents:

a. Cover Letter – Signed by an authorized representative of the company.
b. Completed Phase 2 Innovation Fund Application.
   - Project Description – 1,000 words or less – see Exhibit 1
   - Completed Project Budget – Exhibit 2 – Excel spreadsheet attached.
   - Logic Model – see Exhibit 3
c. Anti-Collusion Statement – See Attachment C
d. Addenda Acknowledgement – See Attachment A

B. Proposal Submission

a. Response to this RFP MUST be submitted electronically through the Periscope S2G/BidSync web site – NO EXCEPTION
b. Late submittals WILL NOT be accepted – NO EXCEPTION
c. Fax submittals WILL NOT be accepted – NO EXCEPTION

C. Proposal Expenses

Respondents shall be fully responsible for all costs incurred in the development and submission of this RFP.

D. Applicant's Responsibility

The applicant assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a proposer's failure to be knowledgeable as to all of the requirements of this RFP.

E. Interpretation

Should any discrepancies, omissions, or doubt as to their meaning be found in the RFP specifications or requirements, the Respondent shall notify the County in writing through the

Periscope S2G/BidSync website. The County will send written instructions or addenda to all participants in the RFP process. The County shall not be responsible for oral interpretations.

F. Reservation

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

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

G. Truth and Accuracy of Representation

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

H. Addenda

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addenda to be posted on the Periscope S2G/BidSync website.

I. Addenda Acknowledgement

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

J. Non-Collusion

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

Attachment A: Addenda Acknowledgement

TO BE RETURNED WITH REQUEST FOR PROPOSAL

RFP No.: _____ Title: _____

ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)

Addendum #1: _____ Addendum #3: _____

Addendum #2: _____ Addendum #4: _____

Company Name: _____

Contact Name: _____

Email Address: _____ Phone No.: _____

Address: _____

_____

Authorized Signature: _____

Date: _____

Attachment B: Contra Costa County Terms and Conditions

Place Holder

See Attached

Attachment C: Anti-Collusion Statement

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

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

NAME OF FIRM: _____

[Sign in ink in the space provided below]

SIGNED BY: _____

TITLE: _____

ADDRESS: _____

CITY & STATE: _____

TELEPHONE: _____

CONTRA COSTA COUNTY

PHASE 2 INNOVATION FUND APPLICATION

Summary

1. In what geographic area(s) will the requested funds be used to serve residents?
   Click or tap here to enter text.

2. What is the approximate total value of your application (how much are you requestion from the Innovation Fund)? Click or tap here to enter $ amount.

3. In which category is your project primarily focused?
   Choose an item.

Organization Profile

4. What is the name and mailing address of the fiscal agent?
   Click or tap here to enter text.
   Click or tap here to enter text.

5. Enter the name of your organization or EIN number:
   Click or tap here to enter text.

6. Should this request be approved, what is the name to which payment should be directed?
   Click or tap here to enter text.

7. Organization web site address (if available):
   Click or tap here to enter text.

8. Facebook Page (eg. http://www.facebook.com/username/) (if available):
   Click or tap here to enter text.

Contact Information

9. Provide the Name, Title, Phone #s, and email address of the primary contact person for this application.
   Click or tap here to enter text.

   Click or tap here to enter text.

   Click or tap here to enter text.

   Click or tap here to enter text.

Organization Profile

10. Please tell us about this organization's mission or purpose. (1-2 sentences only)
    Click or tap here to enter text.

11. Please describe the programs and services this organization provides (100 words or less).
    Click or tap here to enter text.

12. Please list your organization's board, council or committee members' information below: (Max. 10 entries)

Name	Title	Address

13. What is the annual budget of your organization? Click or tap here to enter $ amount.

Project

14. Please provide the name of this project.
    Click or tap here to enter text.

15. Complete or attach as Exhibit 1 a brief description of the project in roughly 1,000 words (approx. two typed pages). Include the general purpose, approach, and target population (clients) of the project, and key milestones.

16. Please enter the amount you are requesting from the Innovation Fund:
    Click or tap here to enter $ amount.

17. What is the total project budget?
    Click or tap here to enter $ amount.

18. Please attach a detailed budget for your project showing ALL funding sources and uses, including the use of Phase II Innovation Funds. The budget must reflect the entire operational cost of the project. Attached as Exhibit 2, for your convenience, is an Excel template that you may use for your proposed budget. You will need to save it to your computer, fill it out, then re-attach it to the application.

19. How much funding have you raised to date for this project?
    Click or tap here to enter $ amount.

20. Do you have other funders involved in this project. Please enter up to five other funders.

Status	Name	Total Amount	Term (Years)

21. Please list the individuals responsible for performing and overseeing the project.

Name	Role

Request Details

22. What are the eligibility criteria for client receipt of services? Be specific in stating the criteria. Simply residing in the geographic area to be served does not constitute an adequate basis for eligibility.
    Click or tap here to enter text.

23. Describe the need for your project (use research data to quantify the need).
    Click or tap here to enter text.

24. Identify if any other organizations or agencies provide the same or similar services.
    Click or tap here to enter text.

25. Outline the goal(s) for the project. Goals should be general in nature, but measurable, attainable, and relevant to the purpose of the project.

Click or tap here to enter text.

26. Provide the specific objectives of the project that will assist your agency in meeting the goal(s).
    Click or tap here to enter text.

27. What are the predicted outcomes of the project?
    Click or tap here to enter text.

28. What measurable indicator(s) will determine that you have been successful in achieving the above-described outcomes?
    Click or tap here to enter text.

29. Complete or attach a simple logic model indicating inputs, outputs, and expected outcomes. See Exhibit 3 for an example of a logic model.

30. Tell us how this project will have an impact on the community to be served.
    Click or tap here to enter text.

31. Is your project ongoing? ☐Yes ☐No

32. What is the start date for commencement of your proposed project? Click or tap to enter a date.

33. What is the end date for commencement of your proposed project? Click or tap to enter a date.

34. A visual representation of a timeline will strengthen the proposal. Please attach a timeline as Exhibit 4 to identify major project milestones and target dates.

Format

- Your proposal packet, exclusive of the attachment Documents listed below, must not exceed ten single-sided pages or five double-sided pages, 8.5 by 11 inches in size. Electronic submittals are required. Please use 11-point font or larger and ½ inch margins or larger on your pages. If you exceed these guidelines, your proposal may be disqualified without review.
- Do not attach or send brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including digital signature must be submitted in the County's Bidsync/Periscope purchasing portal by **3:00 p.m. on Monday, August 7, 2023** (Pacific Standard Time) to be considered for funding. If submitted after the deadline, your proposal will be disqualified). There can be no exceptions, so early submittal is recommended!

Other Related Documents

Nonprofit Organizations who are direct applicants or fiscal agents for other applicants must include various attachments with your Phase II application if not already provided during Phase I:

- Please attach a Non-Profit Status Determination letter from the Internal Revenue Service – 501(c).
  File Attached?: Yes: ☐ No: ☐

- Please attach the most recent (current) Internal Revenue Service Form 990, 990-EZ, or 990-N (e-postcard).
  File Attached?: Yes: ☐ No: ☐

- Please attach California Business Portal printout (proof that your agency is currently registered with the California Secretary of State). Go to: https://businesssearch.sos.ca.gov. Enter your agency's name, find it in the matrix and then print or produce a PDF of the page.
  File Attached?: Yes: ☐ No: ☐

- Please attach a copy of your agency bylaws that address nepotism and management of conflicts of interest.
  File Attached?: Yes: ☐ No: ☐

- Please attach copies of any Commitment Letters or MOU for all approved funding sources needed to carry out the proposed project.
  File Attached?: Yes: ☐ No: ☐

- County contracts for Innovation Funds required that your organization maintain General Liability Insurance (in the amount of $500,000), Worker's Compensation, and the County is listed as an additional insured. Please attach a statement indicating that your agency can meet these requirements if funds are awarded, and you understand that failure to meet these requirements is a basis for denying a grant award and/or terminating a contract if the requirements are not maintained during the project implementation.
  File Attached?: Yes: ☐ No: ☐

- Statement describing the status of any permit approvals necessary to perform project (if applicable).
  File Attached?: Yes: ☐ No: ☐

Final Checklist Before You Submit Your Proposal

Please note that your proposal will not be considered if you provide more materials than required below:

- Exhibit 1: Up to a 1,000-word project description
  File Attached?: Yes: ☐ No: ☐

- Exhibit 2: Project budget (see sample Excel template)
  File Attached?: Yes: ☐ No: ☐

- Exhibit 3: Logic Model (see sample Model)
  File Attached?: Yes: ☐ No: ☐

- Exhibit 4: Project Timeline and Major Milestones
  File Attached?: Yes: ☐ No: ☐

Agreement

By submitting this application, I confirm that I have the authority to submit this application and agree to the conditions described below.

(a) All information contained herein is true and accurate to the best of my knowledge;
(b) Should Contra Costa County agree to provide funding for the project proposed in this application, I agree that information about this project may be highlighted in some of Contra Costa County public documents;
(c) Should Contra Costa County agree to provide funding for the project proposed in this application, I agree to abide by any contracting requirements of Contra Costa County;
(d) Should Contra Costa County agree to provide support for the project proposed in this application, I agree to complete periodic reports as required by the County Administrator's Office; and
(e) I consent to receiving email notifications regarding this application and any subsequent emails from Contra Costa County that relate to this application or any future Innovation Fund grant cycles.

EXHIBIT 1: PROJECT DESCRIPTION IN 1,000 WORDS OR LESS (approx. two typed pages)

Click or tap here to enter text.

EXHIBIT 2: SAMPLE PROJECT BUDGET (SEE EXCEL FILE FOR ACTUAL WORKSHEET)

AGENCY NAME		Please fill in the peach highlighted field that apply to your Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amt from (Insert Source)," and sum the remaining revenue sources in the column labeled "Secured Amt from Other Sources." List the names of other revenue sources in that column header.
PROJECT NAME:		

Line Item:	Budget Item			Innovation Fund Grant	Secured Amt from (Insert Source)	Secured Amt from (Insert Source)	Secured Amt from List other sources	Total Project Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries and Wages								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Total Salaries & Wages			$ -	$ -	$ -	$ -	$ -
Fringe Benefits	Item							
	FICA							$ -
	SUI							$ -
	Workers' Compensation							$ -
	Medical Insurance							$ -
	Retirement							$ -
	Other							$ -
	Total Fringe Benefits			$ -	$ -	$ -	$ -	$ -
Contractual Services	Item							
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Total Contractual Services			$ -	$ -	$ -	$ -	$ -
Equipment (Including leasing)	Item							
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Total Equipment			$ -	$ -	$ -	$ -	$ -
Other	Item							
	Travel							$ -
	Office and/or Project Space Rental							$ -
	Office and/or Project Supplies							$ -
	Telecommunications							$ -
	Insurance							$ -
	Utilities							$ -
	Total Other			$ -	$ -	$ -	$ -	$ -
Indirect	Total Indirect							$ -
	TOTAL			$ -	$ -	$ -	$ -	$ -

EXHIBIT 3: LOGIC MODEL

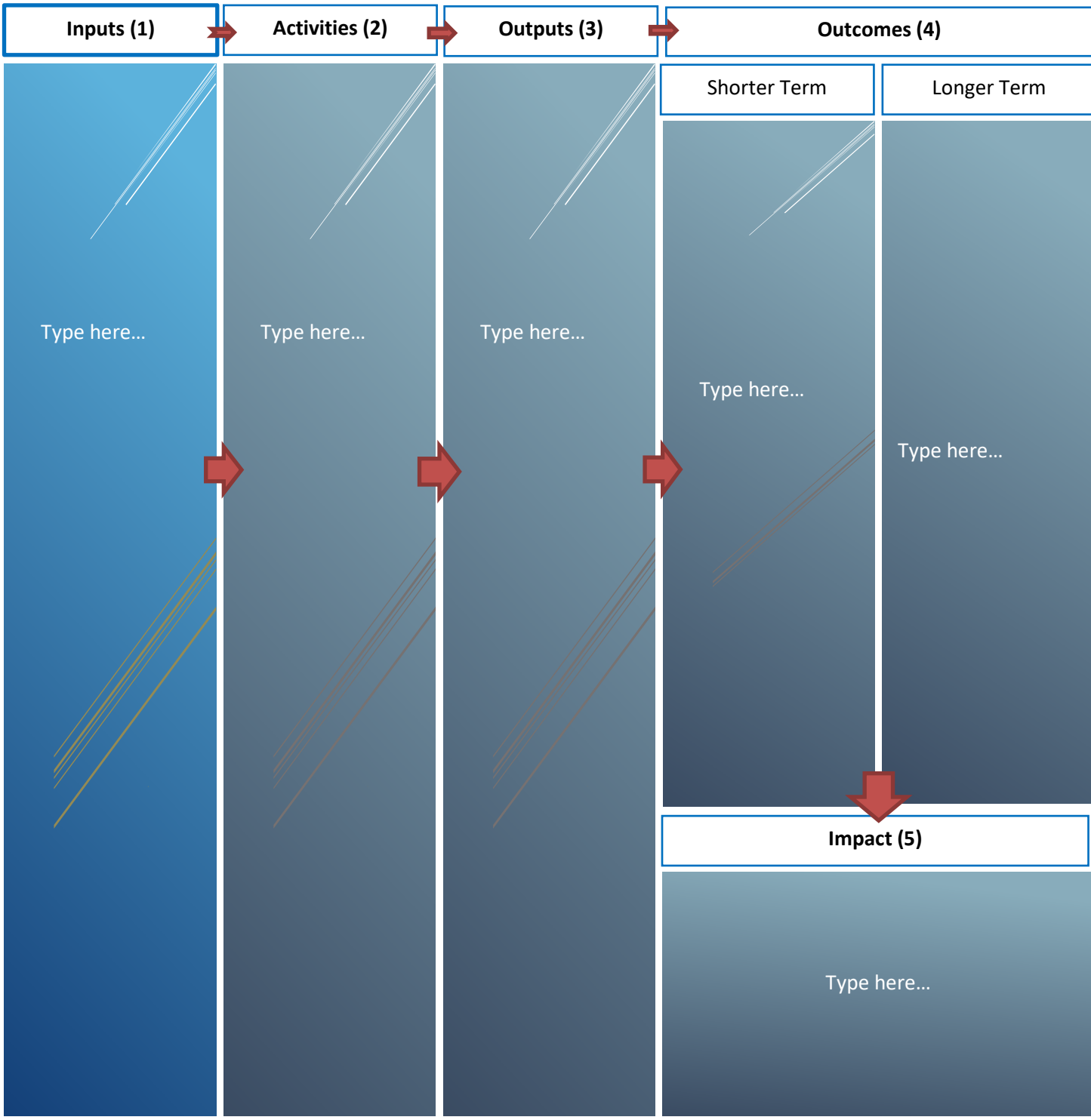


EXHIBIT 4: Placeholder for Timeline/Milestones

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-594 **Agenda Date:** 10/17/2023 **Agenda #:** C.1.

To: Board of Supervisors

From: Greg Baer, Director of Airports

Report Title: Amendment to Consulting Services Agreement with The KPA Group

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 3 to the Consulting Services Agreement between the County and The KPA Group dated March 12, 2019, for the Buchanan Field terminal project, to increase the payment limit by $66,040, from $1,258,600 to $1,324,640.

FISCAL IMPACT:

The increase in the contract amount will be paid by the Airport Enterprise Fund.

BACKGROUND:

The KPA Group (KPA) was hired in 2019 to perform architectural and engineering construction administration support services for the Buchanan Field Aircraft Rescue and Fire Fighting (ARFF)/Administration/Terminal Building. Because the project completion date has been extended, KPA is needed to continue their technical support until the project is finished. While construction of the building should be complete by late December 2023, KPA is needed for the project close-out phase, expected to last through the end of February 2024. The cost of the additional services necessitates an increase in the contract limit by $66,040, from $1,258,600 to $1,324,640.

CONSEQUENCE OF NEGATIVE ACTION:

If the increase in the payment limit is not approved, the KPA Group will not be able to perform the ongoing construction administration services needed to successfully complete the project.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-595 **Agenda Date:** 10/17/2023 **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 Peter Baker, for a south-facing hangar at Buchanan Field Airport effective October 1, 2023, in the monthly amount of $359.00, Pacheco area (District IV).

FISCAL IMPACT:
The Airport Enterprise Fund will realize $4,308.00 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:** October 1, 2023, ("**Effective Date**"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**Airport**"), Peter Baker ("**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-4** 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 **October 1, 2023**, 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 **$359.00** 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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-596 **Agenda Date:** 10/17/2023 **Agenda #:** C.3.

To: Board of Supervisors

From: Greg Baer, Director of Airports

Report Title: Amendment No. 1 of Contract with Mead & Hunt, Inc., for PFAS Investigations and Reporting Required by the State Water Quality Control Board.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute an amendment to the contract with Mead & Hunt, Inc., to extend term to September 30, 2024, with no change to the payment limit for the Per- and Polyfluoroalkyl Substances (PFAS) work plan and final report for Buchanan Field Airport. Concord Area. (District IV)

FISCAL IMPACT:
No fiscal impact

BACKGROUND:
In 2019 the Airports Division hired Mead & Hunt to assist in efforts to comply with an order issued to various airports in the state similar to Buchanan Field by the California State Water Resources Control Board (State Water Board). Because the State Water Board has yet to conclude its work at Buchanan Field, the contract with Mead & Hunt needs to be extended for an additional twelve months.

In March 2019, the State Water Board issued Order WQ 2019-0005-DWQ (Order), which requires certain airports, including Buchanan Field Airport, to (i) conduct a "one-time preliminary site investigation" regarding the storage and use of Per- and Polyfluoroalkyl Substances (PFAS), and (ii) obtain a preliminary understanding of PFAS concentrations in soil and/or groundwater resulting from the use of PFAS at the airport. PFAS is a family of more than 3,000 man-made and mostly unregulated chemicals that are resistant to degradation in the environment. PFAS are manufactured globally and have been used in the production of many industrial and household products such as dental floss, non-stick cookware and products, waterproof products, cleaning products, and fire-fighting foams. The Order applies to Buchanan Field as the Airport operates pursuant to 14 CFR Part 139, meaning that the Airport's Aircraft Rescue and Firefighting (ARFF) equipment uses (and has conducted mandatory testing) Aqueous Film-Forming Foam (AFFF) that contains PFAS materials. Because the airport has traditionally used the mandated AFFF material which triggered the Order (as it did at other airports), the County is required to submit a one-time investigation work plan (Work Plan) to the San Francisco Regional Water Quality Control Board (Regional Board).

On April 15, 2019, this Board approved a contract with Mead & Hunt to comply with the Order by conducting field investigations (soil borings), data analysis, and the preparation of a Work Plan. After completing and filing the Work Plan, the Regional Board required additional field investigations and reporting, now referred to as Phase II. The County continues to work with the Regional Board to determine what additional work will be required (ordered) beyond Phase II, which will also require a reimbursement agreement. For these ongoing efforts, Mead & Hunt is needed for additional

planning, environmental, sampling, and legal support until the Regional Board is satisfied with the County's Work Plan.

CONSEQUENCE OF NEGATIVE ACTION:
If the Airports Division does not engage a team to implement the Work Plan, it will be non-compliant with the Regional Water Quality Control Board requirements and could be subject to a daily fine (up to $5,000) and criminal penalties.

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

Contra Costa County
Standard Form L-9
Revised 2014

CONTRACT AMENDMENT/EXTENSION AGREEMENT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

1. **Identification of Contract to be Extended.**

   Number:

   Effective Date: May 1, 2022

   Department: Contra Costa County Public Works - Airports

   Subject: PFAS Investigations at Buchanan Field Airport

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

   Contractor: Mead & Hunt

   Capacity: Corporation

   Address: 1360 19th Hold Drive, Ste. 200. Windsor, CA 95492

3. **Amendment Date**. The effective date of this Amendment/Extension Agreement is September 30, 2023 .

4. **Amendment Specifications.** The Contract identified above is hereby amended as set forth in the "Amendment Specifications" attached hereto which are incorporated herein by reference.

5. **Extension of Term.** The termination date of the above described contract is hereby extended from October 1, 2023 to a new termination date of September 30, 2024 , unless sooner terminated as provided in said contract.

6. **Payment Limit Increase.** The payment limit of the above described Contract is hereby increased by $ N/A , from $ N/A to a new total Contract Payment Limit of $ N/A .

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

Contra Costa County
Standard Form L-9
Revised 2014

CONTRACT AMENDMENT/EXTENSION AGREEMENT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

7. **Signatures**. These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By: _____ Chair/Designee	By: _____ Deputy

CONTRACTOR

Signature A	Signature B
Name of business entity:	Name of business entity:
By: DocuSigned by: [signature] 54366B115FE848C... (Signature of individual or officer)	By: DocuSigned by: [signature] BB649AF18871441... (Signature of individual or officer)
MARANDA THOMPSON (Print name and title A, if applicable)	Jeff Leonard (Print name and title B, if applicable.)

Note to Contractor: For corporations (profit or nonprofit) and limited liability companies, the contract must be signed by two officers. Signature A must be that of the chairman of the board, president, or vice-president; and Signature B must be that of the secretary, any assistant secretary, chief financial officer or any assistant treasurer (Civil Code Section 1190 and Corporations Code Section 313). All signatures must be acknowledged as set forth on Form L-2.

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

AMENDMENT SPECIFICATIONS

Amendment No. 1

Mead & Hunt
May 1, 2022 – September 30, 2024

The Contract is amended as follows:

1. The termination date is changed from October 1, 2023, to September 30, 2024.
2. A billing rate sheet for Earth & Water Law, a subcontractor to the Contractor, is added to the Contract as Exhibit A.

Initials: _____ _____
Contractor County Dept.

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

Earth & Water Law
1455 Pennsylvania Avenue NW, Suite 400,
Washington, DC 20004

Labor Billing Rates

Effective January 1, 2023

Classification	Rate $/hr
Partner	$650/hr

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-597 **Agenda Date:** 10/17/2023 **Agenda #:** C.4.

To: Board of Supervisors

From: Federal D. Glover, District V Supervisor

Report Title: Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund Allocation

☐Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

1. APPROVE the Fiscal Year 2023/2024 Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund Allocation in the amount of $255,000.

2. APPROVE Budget Amendment No. BDA-23-00291 allocating new revenue in the amount of $205,000 in the Crockett-Carquinez Fire Protection District (7028) and appropriate it for the purchase of equipment and fixed assets.

3. APPROVE and AUTHORIZE the Conservation and Development Director to enter into a contract with New Horizons Career Development Center in an amount not to exceed $50,000 for career development and life skills services for a period of one year from the execution of the agreement.

FISCAL IMPACT:

Up to $255,000; 100% General Fund through the Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source allocation.

BACKGROUND:

History of Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund

On October 17, 1995, the Board of Supervisors (the "Board") approved allocating property tax revenues from the Unocal Reformulated Gasoline Projects as a Return-To-Source Fund for the purpose of funding projects that would positively impact the economic development in the target communities.

On February 15, 2005, the Board approved replacing the source of funding for this fund from the diminishing proceeds of the Reformulated Gasoline Project, with a portion of the property tax increment revenue resulting from the construction of the ConocoPhillips Ultra Low Sulfur Diesel Fuel Project. This funding was designated for economic development and safety needs in the impacted unincorporated West County

communities of Rodeo, Tormey, Crockett, and Port Costa.

2008 & 2011 Review of Special Revenue Funds

On December 9, 2008, following a discussion about a proposal to allocate Dougherty Valley Regional Enhancement funds to provide industrial education and vocational training to West County youth, the Board referred to the Internal Operations Committee (IOC) a review of how special revenue or "trust" funds are expended by the County and the possible development of a policy regarding the expenditure of such funds. At that time, staff compiled information on selected special revenues administered by the Board and drafted a policy that defined various types of special revenues and how new special revenues would be administered in the future. In 2009, that matter was discussed in June, July, and September at IOC and at two meetings of the Finance Committee while on dual referral.

On December 15, 2009, the Board voted unanimously to affirm that existing special revenue funds are to be administered by the Supervisor serving in the district for which the special revenue fund was created, unless specified otherwise when the fund was established, such as a Community Benefit Agreement. The Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund Allocation is not attached to a Community Benefit Agreement.

FY 2023/24 Allocation Proposal

Pursuant to the Board Policy, the District V Supervisor administers the Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source funding and is making the following recommendations for one-time allocations to meet various needs within unincorporated areas of Crockett and Rodeo:

- Allocations to the Crockett-Carquinez Fire Protection District ($205,000):
    - $80,000 to cover replacement of a 32-year-old Water Tender apparatus;
    - $75,000 to replace a 2006 Command Vehicle with an electric pick-up truck consistent with the County's clean energy vehicle goals;
    - $50,000 to replace personal protective equipment (PPE) to comply with State requirements to replace structural and wildland fire suppression PPE every 10 years, regardless of condition; and

- Allocation to the New Horizons Career Development Center ($50,000)
    - $50,000 to assist with operating costs for the provision of career development services, including General Education Diploma (GED) classes, expungement workshops, interview techniques classes, life skills development and typing tutorial programs.

CONSEQUENCE OF NEGATIVE ACTION:

No one-time allocations will be made from the Phillips Ultra Low Sulfur Diesel Fuel Return-to-Source Fund Allocation.

View Budget Amendment: Budget Amendment: FY 2023-24 - Operating Budget on 10/04/2023 : BDA-23-00291

Company	Contra Costa County
Budget Template	Operating Budget : FY2023-24 Operating Budget
Budget	FY2023-24 Operating Budget
Organizing Dimension Type	
Amendment ID	BDA-23-00291
Amendment Date	10/04/2023
Description	One time capital allocation adjustment for Crockett-Carquinez Fund 202800 Dept 7028
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 2023-24 Year (FY2023-24 Operating Budget)	9951:REIMBURSEMENTS - GOV/GOV	1200 GENERAL ADMINISTRATION (Home Org)	7028 CROCKET T CAR FIRE PROT	202800 CROCKET T CAR FIRE PROT	$0.00	$205,000.00	Revenue allocation	
FY 2023-24 Year (FY2023-24 Operating Budget)	2474:FIRE FIGHTING SUPPLIES	1200 GENERAL ADMINISTRATION (Home Org)	7028 CROCKET T CAR FIRE PROT	202800 CROCKET T CAR FIRE PROT	$50,000.00	$0.00	Allocation for PPE	
FY 2023-24 Year (FY2023-24 Operating Budget)	4953:AUTOS & TRUCKS	1200 GENERAL ADMINISTRATION (Home Org)	7028 CROCKET T CAR FIRE PROT	202800 CROCKET T CAR FIRE PROT	$75,000.00	$0.00	Allocation for EV	
FY 2023-24 Year (FY2023-24 Operating Budget)	4948:MISCELLANEOUS EQUIPMENT	1200 GENERAL ADMINISTRATION (Home Org)	7028 CROCKET T CAR FIRE PROT	202800 CROCKET T CAR FIRE PROT	$80,000.00	$0.00	Allocation for water tender	
FY 2023-24 Year (FY2023-24 Operating Budget)	2479:OTHER SPECIAL DPMTAL EXP	1200 GENERAL ADMINISTRATION (Home Org)	1280 RODEO UNOCAL	100300 GENERAL	$0.00	$205,000.00	Decrease expenditures gov/gov reimbursement	
FY 2023-24 Year (FY2023-24 Operating Budget)	5011:REIMBURSEMENTS-GOV/GOV	1200 GENERAL ADMINISTRATION (Home Org)	1280 RODEO UNOCAL	100300 GENERAL	$205,000.00	$0.00	Transfer revenue for gov/gov reimbursement	

Process History

View Budget Amendment: Budget Amendment: FY 2023-24 - Operating Budget on 10/04/2023 : BDA-23-00291

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	10/04/2023 02:18:16 PM	10/05/2023	Elizabeth Farrell	1	
Budget Amendment Event	Review Budget Amendment	Not Required		10/05/2023		0	
Budget Amendment Event	Approval by Department Approver – Budget Amendment	Approved	10/04/2023 02:37:11 PM		Lara DeLaney (Department Approver – Budget Amendment)	1	
Budget Amendment Event	Approval by Budget Specialist (Auditor Office)	Awaiting Action			Analiza Pinlac (Budget Specialist (Auditor Office))	3	
					Xia Zhang (Budget Specialist (Auditor Office))		
					Yesenia Campos (Budget Specialist (Auditor Office))		

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-598 **Agenda Date:** 10/17/2023 **Agenda #:** C.5.

To: Board of Supervisors

From: Internal Operations Committee

Report Title: FY 2022/23 ANIMAL BENEFIT FUND REPORT

☐Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT report prepared by the Animal Services Director on FY 2022/23 Animal Benefit Fund receipts and expenditures.

FISCAL IMPACT:

No fiscal impact to the General Fund. This is an informational report on the Animal Benefit Fund with recommendations that will not affect the amount of general funds allocated for animal services and programs, but rather how donated funds can be expended.

BACKGROUND:

In 1988, the Animal Services Department created the Animal Benefit Fund (ABF). The purpose of the ABF is to receive donations from individuals, animal welfare organizations and businesses to support animal health and welfare projects.

On April 21, 2015, during fiscal year 2015/16 budget hearings, the Board of Supervisors formally referred to the Internal Operations Committee (IOC) a review of the Animal Benefit Fund. On April 19, 2016, the Board of Supervisors approved, at the recommendation of the IOC, expansion of the Animal Benefit Fund approved uses and directed the Animal Services Director to report annually to the IOC about the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. The IOC has previously received six such reports for FYs 2016/17 through 2021/22. The IOC received and accepted the FY 2022/23 report on October 2, 2023 and forwards it to the Board today for information.

Since the creation of the Animal Benefit Fund 35 years ago, monetary contributions and donations for services and supplies for animal welfare have provided additional support for unfunded needs of the animals impounded at the shelter and in our community. These donations have come in the form of grants, or gifts over the counter or via the Animal Services Department website.

On December 8, 2020, the Board of Supervisors adopted Resolution No. 2020/329, which authorized the Department Director to implement the following programs within the Animal Benefit Fund:

1. **Medical Assistance Program**: This program is for medical assistance and emergency veterinary care for animals that are in the County's jurisdiction and/or have been accepted into the County shelter's care. Funds will be used for medical care over and above the mandated medical care for animals in the care of the shelter and who need further assistance to be made available for adoption or released to a transfer agency. Funds may also be used to provide necessary medical care to an animal to help keep the animal out of the shelter.

2. **Humane Education Program**: This program helps to support humane education services in our county either by bringing people into County shelter or taking County education programs "on the road" into the community. Humane Education support may also be used to help pet owners resolve behavioral problems that might otherwise cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create humane education programs for school age children.

3. **Shelter Intervention Program**: Often, families in a crisis turn to surrendering their pet to a shelter due to lack of financial resources. The intervention program helps to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, fence repair and grooming. This program may also be used to help domestic violence victims or seniors on limited incomes to keep their pets in their lives when they may otherwise have had to consider relinquishment due to lack of funds for basic daily needs or medical concerns.

4. **Spay Neuter and Wellness Program**: This program would make spay/neuter, vaccinations, and microchips more affordable and accessible in Contra Costa County. Contra Costa Animal Services will accomplish this by establishing partnerships and developing mobile programs to reach into the areas of our county in greatest need, targeting the species/breeds of animals most likely to be found in our shelter, and supporting healthy community cats through TNR/RTF (trap-neuter-return / return- to-field) and Working Cat Adoptions.

ANNUAL REPORT

For FY 2022/23, the Department allocated $240,000 for ABF Programs. The ABF funds are not intended to replace General Funds, rather they are to supplement and enhance care for animals and support of the public. The table below details the allocation, adjustment, and balances for each ABF program for FY 2022/23:

ABF Fund 133200	Amount
Beginning balance	$547,968
22/23 Expenditures	$186,307
22/23 Revenue	$510,926
Ending Balance:	$872,587

Org	ABF Program	Appropriation	Expenditures	Remaining Balance
3349	General	$48,000	$26,005	$21,995
3350	Medical Assistance Program	$21,000	$9,236	$11,764
3351	Humane Education Program	$0	0	$0
3352	Shelter Intervention Program	$21,000	$15,391	$5,609
3354	Spay and Neuter Program	$150,000	$135,676	$14,324
	Total:	**$240,000**	**$186,307**	**$53,693**

Org	Type of Funding	Estimated Revenue	Collected	Variance
9181	Pooled Earned Interest	$0	$24,516	($24,516)
9965	Donations	$160,000	$186,411	($26,411)
9965	Spay and Neuter	$50,000	$0	$0
9966	Grants	$0	$300,000	($300,000)
	Totals:	**$210,000**	**$510,926**	**($300,926)**

The key factors that affected the FY 2022/23 ABF budget were:

1. The Animal Welfare industry has seen a significant increased cost in spay and neuter services, which are considered elective surgery for pets by medical providers. In addition to the cost for services, the animal welfare industry has also seen a challenge in the recruitment and retention for medical staff, including veterinarians and registered veterinary technicians. These challenges have not only increased the cost for these services, but also the accessibility of these services throughout the county.

2. The Department exceeded its donation/grant revenue goal estimated at $210,000 by over $300,000 for FY 2022/23. The Department received a $100,000 grant from UC Davis for spay and neuter services and $200,000 for outreach and engagement, along with assessing the Department's strategic plan.

CONSEQUENCE OF NEGATIVE ACTION:

None. This is an informational report.

CONTRA COSTA COUNTY ANIMAL SERVICES

ANIMAL BENEFIT FUND PRESENTATION

FISCAL YEAR 2022/2023

OCTOBER 2, 2023

The Animal Benefit Fund (ABF)

The ABF was established by the Contra Costa Board of Supervisors in 1988 as a way to accept donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County.

In FY 22/23, ABF funds were allocated to a range of projects and focused on three primary funding areas:

- Medical Assistance Program
- Spay/Neuter & Wellness Program
- Shelter Intervention Program

Medical Assistance Program

The Medical Assistance Program was created to provide medical assistance and emergency veterinary care for animals that are in the County shelter's care.

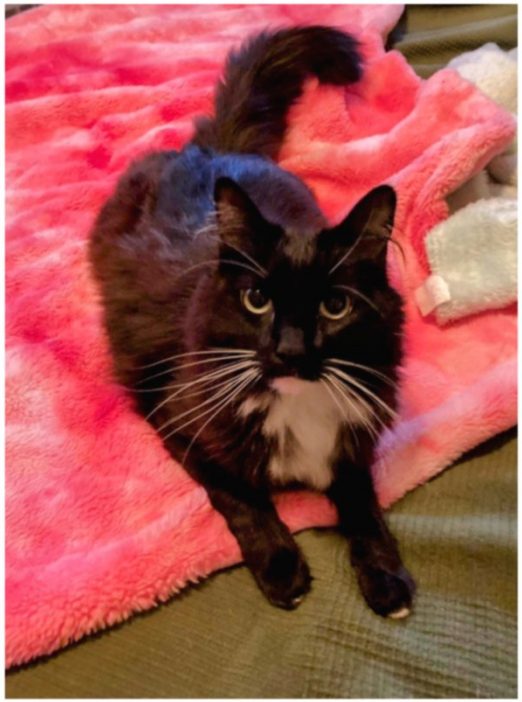
CCAS applied $21,000 in Medical Assistance funding to help pets with advanced medical needs beyond our shelter's ability to treat.

The Medical Assistance Fund allows CCAS to help animals with a variety of conditions, like this kitten who was treated for severe eye trauma.

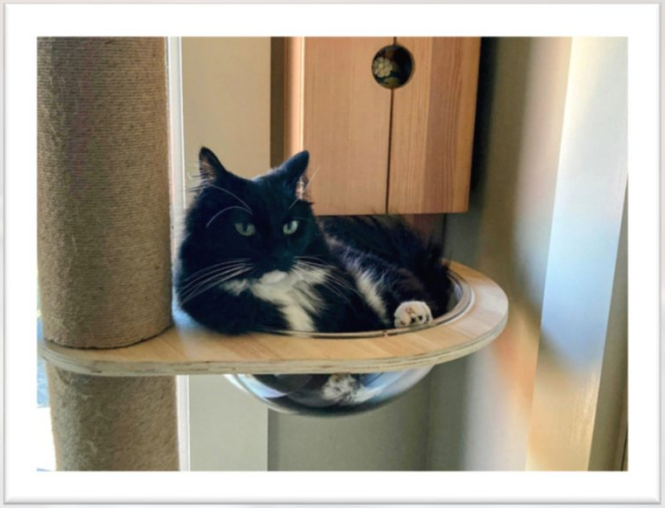
Medical Assistance Program

Total Available $21,000

- East Bay SPCA $8,000
- Friends of Contra Costa Animal Services $6,000
- Animal Fix Clinic (formally FOF) $4,000
- Jelly's Place $3,000



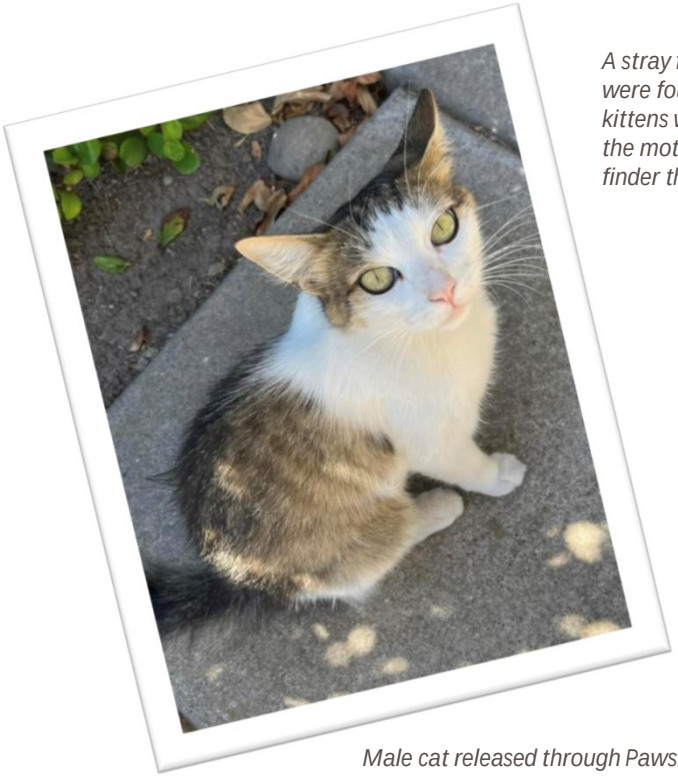
Animal Fix Clinic treated Cooper with a Perineal Urethrostomy (PU) surgery to allow for proper urination.



Cooper now lives a comfortable and healthy life.

Spay/Neuter & Wellness Program

ABF funds were utilized to support low-cost spay and neuter surgeries across the County through local clinics, Trap- Neuter-Return (TNR) programs, and mobile spay/neuter events.



A stray female and her kittens were found in a garage. The kittens were sent to foster and the mother was adopted by their finder through Pawsitively S.A.F.E.

Male cat released through Pawsitively S.A.F.E. after neuter, vaccination, and surgery recovery.

Spay/Neuter & Wellness Program

Total Available $155,000

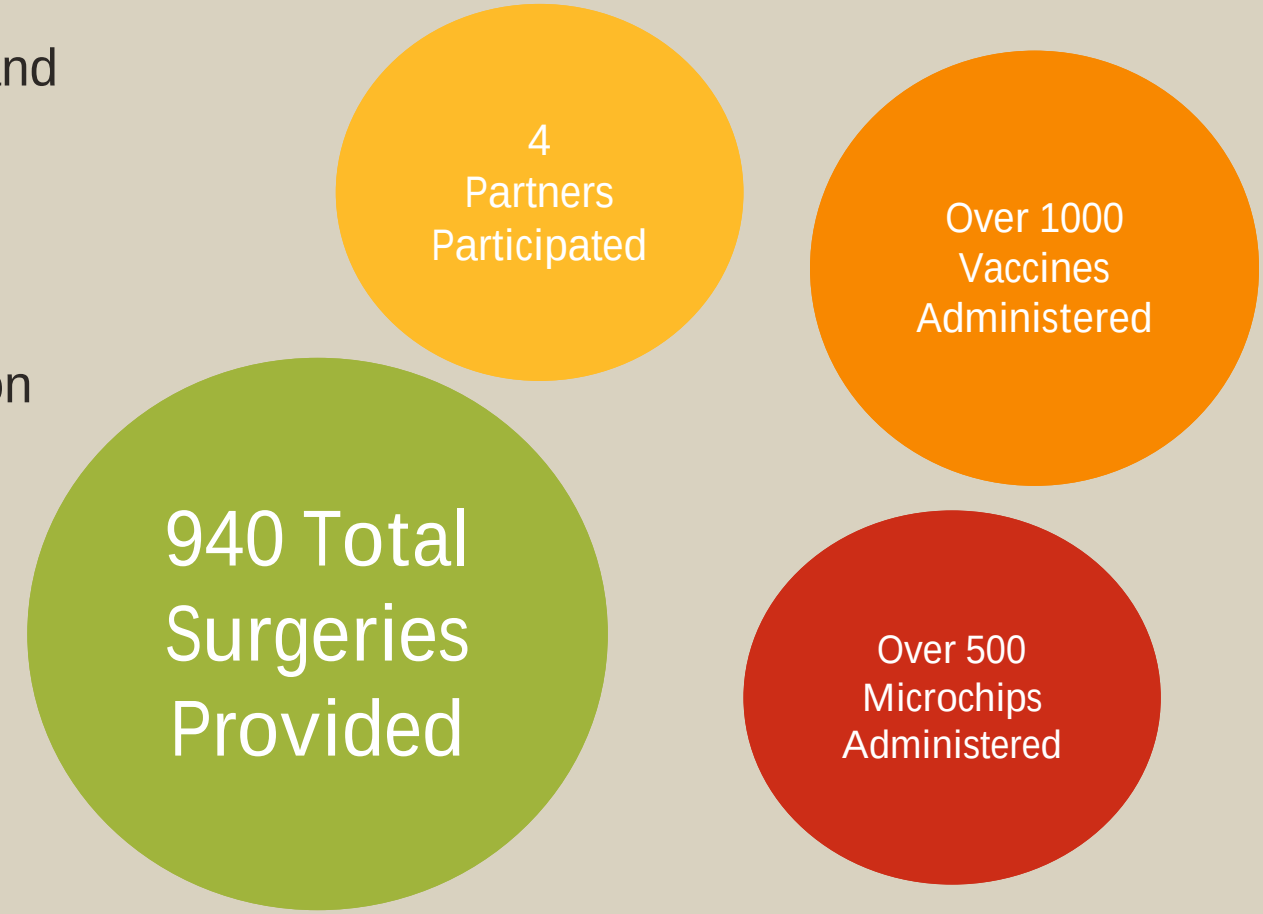
- Cat Support Network $13,000
- Animal Fix Clinic (formally FOF) $65,000
- Pawfund $37,000
- Pawsitively S.A.F.E. $40,000

Pawsitively S.A.F.E. trapped a "Trap and Release" Community Cat to be altered and vaccinated.

Pawfund helped support an encampment with their animal population, including these kittens.

Spay/Neuter & Wellness Program

In FY 22/23, the Spay/Neuter and Wellness Program helped over 900 residents of Contra Costa County receive low-cost spay/neuter surgeries for pets and community cats. In addition to spay and neuter surgeries, animals were also provided vaccines and microchips, if needed.



Spay/Neuter & Wellness Program

Pawsitively S.A.F.E. utilized Spay & Neuter Assistance funding in FY 22/23 to spay and neuter 382 cats and kittens in Contra Costa County!

In addition to the spay and neuter assistance they provide, Pawsitively S.A.F.E. administered over 400 vaccines to cats in Contra Costa County and helped local communities address community cat overpopulation through services and education.

Pawsitively S.A.F.E. rescued kittens from extreme heat conditions who were assessed, altered, and put up for adoption.

Pawfund helped support encampment animals with spay and neuter services, like for this friendly terrier.

Shelter Intervention Program

The Shelter Intervention Fund was created to assist Contra Costa County residents who want to keep their pets out of the shelter and at home where they belong. The fund is administered though the CCAS Pet Assistance Program.

During FY 22/23, Shelter Intervention Program funding was able to help County residents keep 319 pets out of the shelter and in safe, loving homes.

Pawfund assisted community members with education on available resources (flea prevention, dewormer, vaccines), support, and animal care direction.

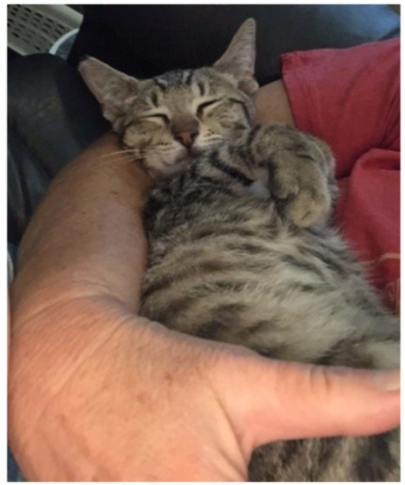
Pawfund volunteers assisted with an encampment eviction and worked with four (4) owners with litters totaling thirty-two (32) puppies.

Shelter Intervention Program

Total Available $21,000

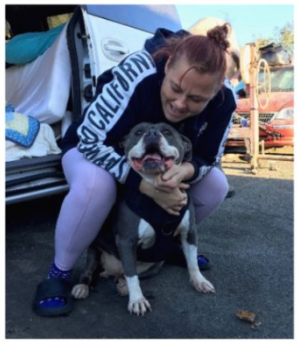
- EBSPCA $10,000
- Jelly's Place $6,000
- Pawfund $5,000

Pawfund puppies from an encampment that received dewormer and vaccinations.



Pawsitively S.A.F.E. kitten put into foster post-trapping and altering.

Pawfund assists Hazel with her lifelong need for pain and anti-inflammatory medications for severe hip dysplasia and IVDD. Pawfund is working with the Wishbone Foundation to get her a wheelchair.



Pawsitively S.A.F.E. kitten pre-trapping.

Shelter Intervention

- Jelly's Place goal was to serve 55 families, by end of year assisted 34
- East Bay SPCA goal was to assist 30 families, by end of year helped 28
- Paw Fund goal was to assist 234 animals, and exceeded their goal by helping 257

Rebel gave birth on a hot day, when an encampment was closed. Pawfund supported her and her owner through the process.

Pawfund checked up on Rebel and her puppies.

Shelter Intervention

Pawfund met Luna two years ago when she previously gave birth to a litter and when one of her puppies had emergency care support for amputating their leg.

Luna has since been spayed and vaccinated and continues to receive support through Pawfund.

Shelter Intervention

Pawfund met Ollie and his owner, Shelly, at the Brookside shelter where they first vaccinated him. A year later, Shelly asked for help in getting him neutered so Pawfund set up his appointment.

Shelly recently received permanent housing but did not have the funds for updating Ollie's vaccines. Pawfund met up with Shelly at a Burger King for lunch and vaccines for sweet Ollie.

Community Challenges

- Funding allocations were exhausted within the first half of the contract period
- Lack of veterinary services
- Increased shelter intervention services demand for high-risk population groups (i.e. homeless and low-socioeconomic communities)
- Lack of program funding impacted owner decisions to surrender their pets
- Increased need for “free” spay and neuter services for homeless residents

Next Steps

Bella and her owner after being spayed and vaccinated by Pawsitively S.A.F.E.

- Develop a program to provide free spay and neuter (S/N) services for homeless residents through community partnerships and CCAS S/N Clinic
- Increase funding for Shelter Intervention programs through community partnerships
- Increase funding for Medical Assistance program services for veterinary and emergency care

What Our Partners Say

"I am EXTREMELY grateful for the continued generosity of the Animal Benefit Fund. ABF helps my organization maintain our affordable and accessible spay/neuter program for Contra Costa County Families and their beloved companions. It enables us to sustain our vital TNR program for the county's community cats. The funds have also been a literal life-saver for our patients as we face increasing demand for non-routine surgical procedures. From the staff of AFC: Thank you!"

- Jean Goh, DVM Medical Director, Animal Fix Clinic

"The utilization of Animal Benefit Funds (ABF) has had a beneficial impact on the community by supporting spaying/neutering and vaccinations of Community Cats. For example, a resident in Brentwood sought assistance for over 25 cats in need of Trap/Neuter/Return (TNR) services. PAWSitively Safe played a vital role by assisting with trapping, and collaborating with local veterinarians for spay/neuter, made possible through the use of ABF funds. Furthermore, the group rescued four litters of kittens from this area.

- Julie Rasmussen, Pawsitively S.A.F.E. Executive Director

"Our program has always been about nurturing the human/animal bond, which is why it isn't unusual, now that PAW Fund has been in existence for over 12 years, that we are there for the first vaccine a pup ever receives, and there as they age, with vaccine boosters, spay and neuter surgeries, microchipping, treatment of minor medical conditions, and referrals for major medical issues to other agencies. And why, it is increasingly common for us to be there at the end of their lives. With them, and their humans."

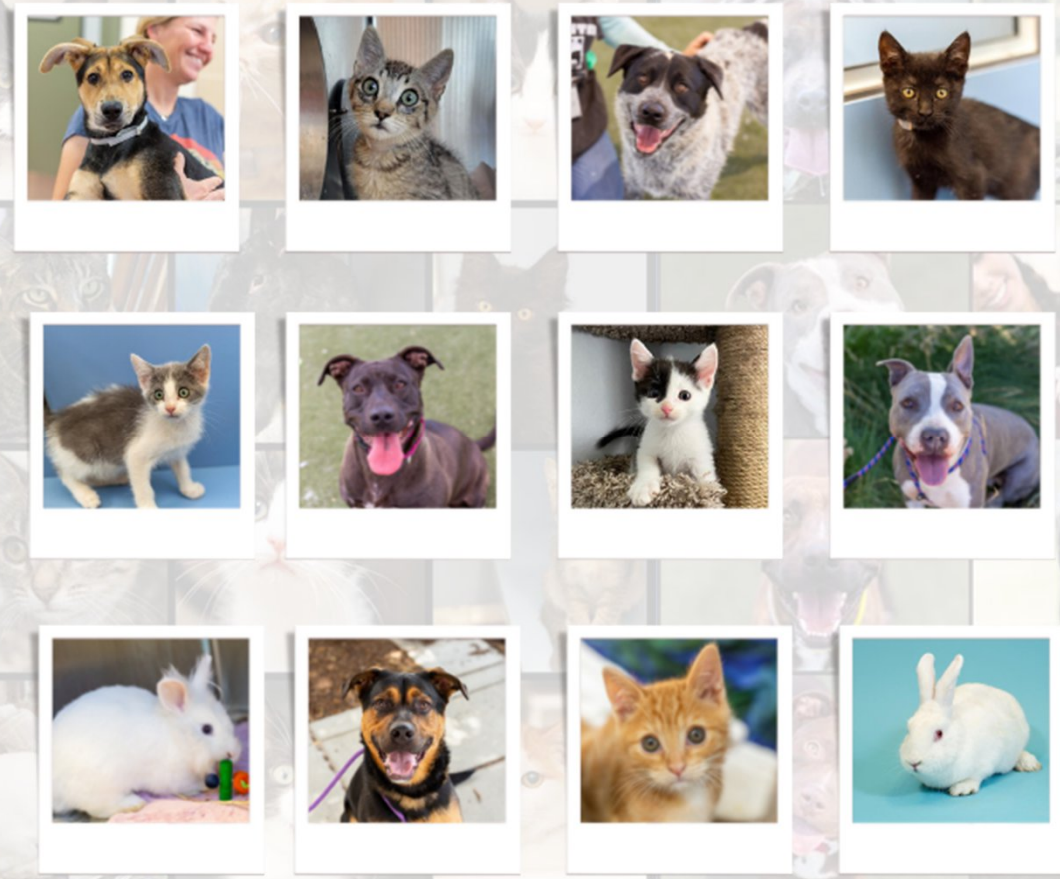
- Jill Posener, Executive Director, Pawfund

Thank You To Our Donors!

The Animal Benefit Fund has allowed CCAS to put ideas into action, the results of which were highlighted in this presentation.

To our donors, we say, “Thank You” for believing in us and for providing us the tools necessary to impact and touch even more lives.

CCAS is grateful for each and every contribution, funding that has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!



Questions

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-584 **Agenda Date:** 10/17/2023 **Agenda #:** C.6.

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Proclaim October 2023 as Domestic Violence Awareness Month

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
Proclaim October 2023 as Domestic Violence Awareness Month

FISCAL IMPACT:
N/A

BACKGROUND:
None

CONSEQUENCE OF NEGATIVE ACTION:
None

The Board of Supervisors of Contra Costa County, California

IN THE MATTER OF 2023 Domestic Violence Awareness Month

WHEREAS, domestic violence refers to a pattern of abusive and coercive behaviors used to exert power and control over another affecting that person's physical, emotional, mental, sexual, and/or spiritual wellbeing and relationships; and

WHEREAS, while domestic violence takes place among intimate partner and close familial relationships, it happens everywhere - at home, in public, in the workplace, in educational institutions, and online, thus, impacting the whole community; and

WHEREAS, in 2021, FBI data indicates that at least 50% of female and 16% of male victims in the U.S. were killed by a current or former partner or family member; and

WHEREAS, the National Coalition Against Domestic Violence estimates that the cost of intimate partner violence exceeds $8.3 billion per year in the United States and found that an abusive partner's access to firearms increases risk of female victim homicide by 1,000%; and

WHEREAS, the U.S. Department of Justice's Criminal Justice Statistics Center reports that, in 2022, Contra Costa law enforcement agencies received 3,056 domestic violence-related calls for service, of which 2,089 involved the use of a weapon; and

WHEREAS, STAND! for Families Free of Violence promotes safe and strong families and provides a complete spectrum of prevention, intervention, and treatment programs, enlisting the efforts of local residents, partners, and institutions, all of whom are striving to stop domestic violence, sexual violence, and child abuse in Contra Costa County; and

WHEREAS, STAND! For Families Free of Violence receives 12,000-15,000 Crisis Calls annually and in 2022 served nearly 2,000 individuals in community and provided emergency shelter to nearly 250 adults and 120 children survivors; and

WHEREAS, STAND! For Families Free of Violence advocates are available 24/7 on the crisis line 1-888-215-555 to provide immediate emotional support, high danger lethality screening, safety planning & assessments, and resources; and

WHEREAS, STAND! For Families Free of Violence helped found the Contra Costa Alliance to End Abuse, which works to bring forth system change to interrupt and end interpersonal violence, including domestic violence, by fostering partnerships between public and private agencies encompassing County departments, law enforcement jurisdictions, advocacy organizations and community-based agencies; and

WHEREAS, all residents of Contra Costa County deserve to feel safe and thrive in their homes, their families, and their communities.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Supervisors of Contra Costa County does hereby proclaim OCTOBER 2023 as DOMESTIC VIOLENCE AWARENESS MONTH and urges all residents to actively participate in efforts to end domestic violence in our homes, schools, and communities.

File #: RES 23-578 **Agenda Date:** 10/17/2023 **Agenda #:** C.7.

To: Board of Supervisors

From: Kristi Jourdan, Communication and Media Director

Report Title: Proclamation for Community Media Day and Free Speech Week

RECOMMENDATIONS:
Proclamation for Community Media Day and Free Speech Week

FISCAL IMPACT:
N/A

BACKGROUND:
See ceremonial resolution.

CONSEQUENCE OF NEGATIVE ACTION:
N/A

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, County Administrator and Clerk of the Board of Supervisors

By:

The Board of Supervisors of Contra Costa County, California

IN THE MATTER OF

WHEREAS, the Office of Communications & Media and Contra Costa Television (CCTV) celebrate and honor the freedom of speech, the freedom of the press, and transparency and accountability in local government; and

WHEREAS, Community Media Day and Free Speech Week are annual events that celebrate and bring awareness to the importance of free speech and accessible media for community mediamakers and citizen journalists who tell their unique stories every year; and

WHEREAS, community media organizations provide people with the skills necessary for the creation, sharing, and consumption of knowledge and ideas through diverse and valuable programming on public, education, and government access channels or community radio channels; and

WHEREAS, community media is an important resource for participating in local democratic policy and process; and

WHEREAS, the Office of Communications & Media serves the community with information about programs, events, public safety, and emergency preparedness and response, and supports the content creation needs of County departments; and

WHEREAS, CCTV is a public service of the Board of Supervisors and plays a vital role in facilitating a local information ecosystem by encouraging conversations about our common interests, increasing discourse around policy issues, fostering understanding of local cultures, and sharing information to improve lives.

NOW, THEREFORE, BE IT RESOLVED:

that October 20, 2023, is hereby proclaimed as Community Media Day in Contra Costa County, and all people are called upon to promote the importance of community media.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-583 **Agenda Date:** 10/17/2023 **Agenda #:** C.8.

To: Board of Supervisors

From: John Gioia, District I Supervisor

Report Title: Recognizing Latinx Mental Health Awareness Week October 9 -13, 2023

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution No. 23- to proclaim the week of October 9-13, 2023 as Latinx Mental Health Awareness Week, as recommended by Supervisor Gioia.

FISCAL IMPACT:
None.

BACKGROUND:
See Resolution.

CONSEQUENCE OF NEGATIVE ACTION:
N/A

The Board of Supervisors of Contra Costa County, California

IN THE MATTER OF Recognizing Latinx Mental Health Awareness Week
October 9-13, 2023

WHEREAS, the County of Contra Costa declares October 9 through October 13 as Latinx Mental Health Awareness week; and

WHEREAS, in the Latinx community there is a need to support the recovery process of peers/clients/consumers and family members impacted by mental health and substance use issues through the delivery of culturally responsive, community defined and honoring services; including but not limited to the incorporation of identified spiritual/faith practices and beliefs when requested; and

WHEREAS, there is a lack of education of mental health and mental health resources in the Latinx community, providing culturally responsive education equips the community with resources to improve their mental health and encourage them to help others in the community in a way that is culturally appropriate; and

WHEREAS, Latinx individuals who are new to this country struggle with mental health challenges due to the transition between countries, there is a need for culturally responsive mental health support to feel understood in their new home; and

WHEREAS, migrant communities have a long way to go, the double discrimination that exists by being a migrant and the impact it generates on mental health, working together to meet diverse needs will help strengthen ties towards a life of well-being, recovery and good mental health that every human being deserves; and

WHEREAS, the County of Contra Costa, in an effort to better reflect and celebrate the diverse population of the county, partners and collaborates with mental health providers to utilize a culturally informed approach in order to embrace all residents and visitors.

NOW, THEREFORE, BE IT RESOLVED: the Board of Supervisors, County of Contra Costa proclaims this week of October 9 as Latinx Mental Health Awareness Week.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-579 **Agenda Date:** 10/17/2023 **Agenda #:** C.9.

To: **Board of Supervisors**

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: PROCLAIM the week of October 21-28, 2023 as "California Flood Preparedness Week" in Contra Costa County.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution proclaiming the week of October 21-28, 2023, as "California Flood Preparedness Week" in Contra Costa County, as recommended by the Public Works Director, Countywide.

FISCAL IMPACT:
No fiscal impact.

BACKGROUND:
On October 18, 2022, the Board declared "California Flood Preparedness Week" on October 22-29, 2022. This year, the State has declared "California Flood Preparedness Week" to be on October 21-28, 2023.

The County will join federal, state, and/or other local agencies during Flood Preparedness Week in raising awareness of flood risk. This year's theme is "Floods Can Happen Any Place, Any Time." Understanding what causes these natural events makes them more extreme helps determine what we can do to control or prevent the loss of life or property that comes from natural disasters. Preparing for a flood should occur well before the rain comes. It's important to know the risk of disasters in your area and check your insurance coverage. Flooding is not covered by most homeowner's insurance policies; however, a policy can be purchased from the National Flood Insurance Program (NFIP) partners.

As part of the County Floodplain Management Program (Program) administered by the Public Works Department, Public Works would like to provide information about our Program and resources on flood risk and preparedness. This information is also available through the California Department of Water Resources, specifically the Flood Preparedness website, which provides links to additional information from such agencies as the Federal Emergency Management Agency and the National Flood Insurance Program.

CONSEQUENCE OF NEGATIVE ACTION:
Contra Costa County will not declare that week as the Statewide California Flood Preparedness Week.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF: RECOGNIZING California Flood Preparedness Week October 21-28, 2023

WHEREAS the County of Contra Costa recognizes the significant public safety threat flooding poses to the population, assets, and economy of our County; and

WHEREAS the floodplain management program services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS the support and understanding of an informed citizenry is vital to the efficient administration of the unincorporated Contra Costa County Floodplain Management Program; and

WHEREAS the health and safety of this community greatly depend on the administration of this program; and

WHEREAS during the California Flood Preparedness Week, local, state, and federal agencies across the state work together to inform the public about the dangers of flooding, how to prepare their homes and families for a flood, and plan for recovery; and

WHEREAS climate change impacts, wildfires, and extreme weather events make it more important than ever for Californians to be flood ready; and

WHEREAS California Flood Preparedness Week 2023 will be held statewide during the week of October 21-28, 2023; and

WHEREAS the theme for California Flood Preparedness Week 2023 will be "Floods Can Happen Any Place, Any Time."

NOW, THEREFOR, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby recognize October 21-28, 2023, as CALIFORNIA FLOOD PREPAREDNESS WEEK, support public awareness of flood risk, and encourages County residents to take action to understand their flood risk and prepare appropriately.

cc: Monica Nino - CAO, Kristi Jourdan - CCTV, Carrie Ricci - PWD, Jocelyn LaRocque - PWD, Larry Gossett - PWD, Kellen O'Connor - PWD, Marke Smith - PWD,

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-601 **Agenda Date:** 10/17/2023 **Agenda #:** C.10.

To: Board of Supervisors

From: Equity Committee

Report Title: ACEEO Member Appointment

☐Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT Bolston Jones to the Community Member Seat #1 on the Advisory Council on Equal Employment Opportunity to complete the current term ending November 30, 2023, and to a new three year term ending November 30, 2026.

FISCAL IMPACT:

None.

BACKGROUND:

The Advisory Council on Equal Employment Opportunity (ACEEO) assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors. The Advisory Council on Equal Employment Opportunity is composed of thirteen (13) members appointed by the Board of Supervisors. Four (4) members of the Advisory Council shall be representative of the community; (3) members shall be representative of employee organizations; two (2) members shall be representative of County management; one (1) member shall be representative of education; one (1) member shall be representative of the disability community; (1) member shall be representative of the business community; and one (1) member shall be representative of veterans.

For many years, the Internal Operations Committee of the Board of Supervisors served as the reviewing committee for ACEEO nominations. However, the mission of the ACEEO is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations to the following seats:

Community Seats 1, 2, 3, and 4
Education
Business
Labor-Trade
Veterans
Disability

Union Member Seats 1 and 2
Management Seats 1 and 2

The process for filling seats includes the Equal Employment Opportunity Officer recruitment for vacancies, the ACEEO or a subcommittee thereof screening/interviewing applicants, and then nominations being forwarded to the Equity Committee for consideration and possible recommendation to the Board of Supervisors.

At its September 18, 2023 meeting, the Equity Committee interviewed and considered Bolston Jones for the Community Seat #1 and recommended his appointment to the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

Contra Costa County Boards & Commissions

Submit Date: Jun 06, 2022

Application Form

Profile

Bolston Andrew
First Name

Middle Initial

JONES
Last Name

[redacted]
Home Address

Suite or Apt

[redacted]
City

CA
State

94518
Postal Code

[redacted]
Primary Phone

[redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 4

Walgreens Pharmacy
Employer

Pharmacy Technician
Job Title

Length of Employment

9 years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

4

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

4 years

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Seat Name

Bolston Jones

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?

2

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A

Name of College Attended

[redacted]

Degree Type / Course of Study / Major

Master's EMPA, UI

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

[redacted]

Degree Type / Course of Study / Major

Communication-Media Studies-BA

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, commitee, or commission.

It is my hope to serve on either the Legislation Committee, Sustainability and Planning Commission or the Equal Opportunity Advisory Board(s) when a vacancy(s) becomes available because I have a passion to be part of Contra Costa County economic growth and development and act as a liaison for the residents, business, schools and colleges of Contra Costa County

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

Master's Degree- Golden Gate University- EMPA, UI. Bachelor's Degree- Communication and Media Studies Contra Costa County Elections Department Education Director Everest College University Orientation Leader- University of Minnesota Assistant Assignment Editor-KPIX News San Francisco/ CNN Recreation Leader- City of Dublin California/ Santa Barbara California Maryland Department of Planning- Smart Growth Member Policy Writer and Analyst California Legislation Honor student -Public Policy- Public Administration and Urban Planning/Innovations -Golden Gate University

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:

I have a work schedule but can work around to meet the meetings shceudle

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.

San Francisco Food Bank-Volunteer PTCB Advisory Council California Pharmacy Association Advisory Committee

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 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.

BOLSTON JONES

Santa Barbara, CA | [redacted] | [redacted] | LinkedIn

PUBLIC SERVICE – Executive Administration at the Local Levels –Pharmacy Healthcare Administration

PROFESSIONAL PROFILE

Dynamic, public service-motivated professional with a myriad of transferrable skills, proficiencies, and competencies that span a broad spectrum in public service, community/local agencies, and the private sector. Proven aptitude for utilizing strategic methodologies and research-based mentality to effectively apply creative problem-solving skills in customer service/relations, research & data analysis, and overall program oversight. Excels as a knowledgeable trainer, mentor, coach, subject matter expert (SME), and resource for associated federal, state, city, local, corporate, and state processes, regulations, and requirements. Demonstrates proficiencies in customer acquisition, retention, service, administrative operations, and office administration, ensuring adherence to and expanding all departmental processes.

KEY SKILLS & COMPETENCIES

Public Service Administration | Client Relationship Management | Customer Service, Retention, & Loyalty
Pharmacy Technician & Program Manager| Administrative Operations | Retail Operations | Communicator & Collaborator
Inventory Management | Facility Management & Operations | Purchasing & Procurement | Program Management

RELATED PROFESSIONAL EXPERIENCE

City of /Santa Barbara & Dublin, CA. 2019 to Present
RECREATION LEADER II-IV
Functions as a Recreational Leader in Public Service for the City of Dublin, focused with inspecting activity areas and related equipment, drafting written reports of damage to equipment or facility, and recommending maintenance and repair.
Key Responsibilities & Accomplishments:

- Applies extensive expertise in compliance and regulations by enforcing safety rules and associated regulations, maintaining orderly participant conduct.
- Conducts arts & crafts activities for grades K-5, fostering and expanding community relationships.
- Actively maintains participant professional conduct, demonstrating customer service & relations, collaboration, relationship development, and active listening skills.

Walgreens | Goleta, CA 2006 to Present
PHARMACY TECHNICIAN
Presently serves as an On-Call Floating Pharmacy Technician for various Walgreens in California.
Key Responsibilities & Accomplishments:

- Proactively provides medication and health care products to consumers, demonstrating active listening and communication expertise by aligning customer needs with available products and services.
- Diligently prepares prescribed medications for patients.
- In a client-driven role, triages phone calls for pharmacists, facilitating positive relations and ensuring all questions are routed appropriately.
- As an administrative professional, effectively balanced inventory, procured needed items, and ensured a well-stocked facility.

Election Office | Martinez, CA 2020
ELECTION CLERK-Seasonal
As a Public Administrator, performed extensive customer service, brand development/expansion, and overall marketing/advertising in public service.
Key Responsibilities & Accomplishments:

- Represented the local Election Office in a positive light by locating and finding volunteers to work at the polls on Election Day, serving as a Representative at a Regional Early Voting location.
- Proficiently assisted in the assembly of polling place supplies and testing voting equipment.
- Proactively extracted and prepared ballots for Election Day voting.

RELATED PROFESSIONAL EXPERIENCE - continued

Heald College | San Francisco, CA 2010 to 2015
Program Director/Instructor – Pharmacy Technician Program
As a Pharmacy Technician Program Instructor/Director held responsibility for the organization, administration, continuous review, planning, and general effective of the program.
Key Responsibilities & Accomplishments:

- Successfully secured and assigned externship sites for pharmacy technology students.
- As a Subject Matter Expert (SME), lectured on pharmacy law, intravenous medications, and calculations.

Stanford Hospital and Clinics | Palo Alto, CA & San Francisco, CA 2001 to 2006
CPhT-Pharmacy Technician
Ensured accurate and quality preparation of anesthesia trays for the operating room as well as intravenous solutions for CCU/ICU and chemotherapy treatments.
Key Responsibilities & Accomplishments:

- Gained expertise and certifications with Pyxis Automation, Omni-Cell, and PhaSeal.
- Delivered and prepared TPN solutions with proper unit dose medication.

EDUCATION

Executive Master's Public Administration/Urban Innovations (EMPA) | *Golden Gate University;* San Francisco, CA
BACHELOR OF ART's – Broadcast Communication/Media Studies (BA) | *University of Minnesota;* Minneapolis, MN

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-602 **Agenda Date:** 10/17/2023 **Agenda #:** C.11.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Reclamation District 2024 (Orwood and Palm Tracts) Board of Trustees Appointments

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPOINT, in lieu of election, John Jackson and Thomas Robinson to the Board of Trustees of Reclamation District No. 2024 (Orwood and Palm Tracts) for terms ending December 2027.

FISCAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors received correspondence from Dante Nomellini, District Secretary and Counsel for Reclamation District 2024 (Orwood and Palm Tracts), requesting appointments to the Board of Trustees of the District in lieu of election. Mr. Nomellini reports that pursuant to a notice calling for nomination petitions for two positions on the Board of Trustees, the District received two nomination petitions. No petition requesting an election has been received. Therefore, no election will be conducted and at this time the District requests that the Board of Supervisors appoint John Jackson and Thomas Robinson to the Board of Trustees of Reclamation District 2024, for terms ending December 2027.

CONSEQUENCE OF NEGATIVE ACTION:
The proposed nominees to the Board of Trustees for Reclamation District 2024 would not be approved, which may hinder the Board of Trustees in achieving a quorum and conducting District business.

RECEIVED
SEP 22 2023
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

RECLAMATION DISTRICT NO. 2024
(Orwood and Palm Tracts)
235 East Weber Avenue
P. O. Box 1461
Stockton, California 95201
(209) 465-5883
FAX: (209) 465-3956

Trustees
Don Wagenet
John R. Jackson
Thomas Robinson

Secretary and Attorney
Dante John Nomellini

Engineer
Dominick Gulli

September 20, 2023

Board of Supervisors
Contra Costa County
651 Pine Street
Martinez, California 94553

Re: Reclamation District No. 2024
Appointment of Trustees

Dear Board of Supervisors:

Pursuant to Notice Calling for Nomination Petitions for two (2) positions on the Board of Trustees, the District received two (2) nomination petitions. One position will remain vacant. No petition requesting an election has been received. The Board of Trustees of the District requests that at the next regular meeting of the Board of Supervisors you appoint the following nominees to fill two of the vacancies as follows:

John Jackson for the term ending December, 2027
Thomas Robinson for the term ending December, 2027

Yours very truly,

RECLAMATION DISTRICT NO. 2024

DANTE JOHN NOMELLINI
Secretary and Counsel

/ju

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-603 **Agenda Date:** 10/17/2023 **Agenda #:** C.12.

To: Board of Supervisors

From: Internal Operations Committee

Report Title: RECOMMENDATIONS FOR APPOINTMENT TO THE AFFORDABLE HOUSING FINANCE COMMITTEE

☒Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:
APPOINT Denarious Daniels to the City Representative (east County sub-region) seat to a new three-year term ending on June 30, 2026, and Sarah Allen to the Community/At-Large Representative seat to a term ending on June 30, 2025, on the Affordable Housing Finance Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:
The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Program, Community Development Block Grant, Measure X Housing, and Permanent Local Housing Allocation funds for affordable housing development in Contra Costa County. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process.

The AHFC consists of seven seats, including:

- Three city representative seats (one from each sub-region of the County, currently residing in an incorporated city); and
- Three County representative seats (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative seat (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. Per the bylaws adopted in 2021, all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

The Department of Conservation and Development recruited for the open/vacant positions beginning on July 10, 2023, with applications due August 31, 2023 (flyer attached). Nine applications were submitted to fill four current vacancies:

- Central sub-region Unincorporated Representative - term expired June 30, 2022
- Community/At-Large Representative - term expired June 30, 2022
- City Representative (east sub-region) - term expired June 30, 2023
- East sub-region Unincorporated Representative - term expired June 30, 2023

Of the nine applications received, two have addresses listed outside of the county and are, therefore, ineligible to serve on the AHFC. Three of the applicants have professional affordable housing experience in some capacity and are currently eligible as they reside in a geographic area within the county where there currently is a vacancy on the AHFC. The remaining four applicants did not demonstrate professional affordable housing finance, design, or property management experience. The ineligible applicants will be thanked for their application and interest in serving on the AHFC and encouraged to consider other County commissions and committees.

No applications were received for vacant Central Unincorporated Representative and East Unincorporated Representative seats.

The applicants were invited to the October 2, 2023 IOC meeting; however, none attended. On the basis of their applications, the IOC on October 2 considered the following qualified applicants:

City Representative (east County sub-region) Applications
- Denarious Daniels, City of Pittsburg: Has professional experience as an assistant property manager for an affordable housing management company.

Community/At-Large Representative Applications
- Sarah Allen, City of Concord: Currently works as a project developer for Eden Housing, Inc. for the last few years. Prior to her current position, Ms. Allen worked for the City of Lafayette in various positions in the Planning and Building Department.
- Denarious Daniels, City of Pittsburg: Has professional experience as an assistant property manager for an affordable housing management company.
- Prajoel Karki, City of San Ramon: Has professional experience as a licensed Real Estate and Mortgage Broker since 2010.

The IOC recommends Denarious Daniels for appointment to the City Representative (east County sub-region) seat to a new three-year term ending on June 30, 2026, and Sarah Allen for appointment to the Community/At-Large Representative seat to a term ending on June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board not act make appointments to the vacancies, the AFHC will not have a quorum and will

be unable to meet and function.

CONTRA COSTA
CONSERVATION & DEVELOPMENT

*** Please POST or DISTRIBUTE ***

Affordable Housing Finance Committee

July 10, 2023

The Contra Costa County Internal Operations Committee (IOC) of the Board of Supervisors is now accepting applications from individuals to fill four vacant positions for the Affordable Housing Finance Committee (AHFC):

- Central County (Unincorporated) Representative,
- East County (City) Representative,
- East County (Unincorporated) Representative, and
- At-Large/Community Representative.

Applicants must:

- Be a resident of Contra Costa County in one of the above vacant residency membership categories.
- Have professional experience in the field of affordable housing finance, design, development, or property management.

The AHFC works with the Department of Conservation and Development to develop funding recommendations for the Board of Supervisors on the annual allocation of HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Measure X Housing, and other various funds for affordable housing development and/or preservation in Contra Costa County. The AHFC typically convenes once annually in the spring to review County staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there are additional special meetings throughout the fiscal year to reallocate funds as needed.

The AHFC has seven members:

- City Membership: Three (3) City members, one per each sub-region of the County, currently residing in an incorporated City within the County.
- County Membership: Three (3) County members, one per sub-region of the County, currently residing in an unincorporated area of the County.
- Community Membership: One (1) at large member currently residing in the County, either incorporated or unincorporated.

To obtain an application for or further information, contact Kristin Sherk, staff liaison to the AHFC, at 925-655-2889 or Kristin.Sherk@dcd.cccounty.us. Applications may also be obtained from the Clerk of the Board located at 1025 Escobar Street, 1st Floor, Martinez, CA 94553. For more information, please visit the AHFC webpage at http://www.contracosta.ca.gov/AHFC. A fillable application is available on the website for your convenience.

Applications must be submitted by Thursday, August 31, 2023, at 5:00 P.M. to the Clerk of the Board.

Interviews are anticipated to be scheduled for the IOC meeting on Monday, October 9, 2023. The IOC considers applications from all interested individuals and conducts interviews even when an existing committee member seeks reappointment.

CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP

City Representatives	
East County Rep. (City #1)	Term Expires:
Vacant	
West County Rep. (City #2)	Term Expires: June 30, 2024
Valerie Bernardo Hercules, CA 94547	
Central County Rep. (City #3)	Term Expires: June 30, 2024
Frances Sorrondegui San Ramon, CA 94583	

County Representatives (Unincorporated)	
East County Rep. (County #1)	Term Expires:
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2024
Willie Robinson El Sobrante, CA 94803	
Central County Rep. (County #3)	Term Expires:
Vacant	

Community/At-Large Representative	
Community Rep. (Community #1)	Term Expires:
Vacant	

COMMITTEE STAFF

Kristin Sherk
Affordable Housing Program Manager
Phone: (925) 655-2889
Email: Kristin.Sherk@dcd.cccounty.us
Fax: (925) 655-2757

Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Application Form

Profile

Sarah (irs Name) | J (Middle ni ial) | A en (Las Name)

[redacted] (Home Address) | (Sui e or Ap)

Concord (Ci y) | CA (S a e) | 94519 (Pos al Code)

Mob e: [redacted] (Primary Phone)

[redacted] (mail Address)

[District Locator Tool]

Resident of Supervisorial District:

☑ D str ct 4

Eden Hous ng Inc. (mployer) | Project Deve oper (Job i le)

Length of Employment

1 yr 5 mos

Do you work in Contra Costa County?

○ Yes ◉ No

If Yes, in which District do you work?

n/a

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

34 years

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

Seat Name

At-Large/Commun ty Representat ve

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?

0

Education

Select the option that applies to your high school education *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Un vers ty of Southern Ca forn a

Degree Type / Course of Study / Major

Masters, Urban P ann ng and Rea Estate Deve opment

Degree Awarded?

◉ Ye ○ No

College/ University B

Name of College Attended

Ca forn a State Un vers ty Sacramento

Degree Type / Course of Study / Major

BA, Soc o ogy

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

Amer can Inst tute of Cert f ed P anners

Certificate Awarded for Training?

◉ Ye ○ No

Other Training B

UC Dav s Extens on - Cert f cate of Env ronmenta and Land Use P ann ng

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, commitee, or commission.

I a nte e t ng n e v ng a a vo untee on the Cont a Co ta County Affo dab e Hou ng F nance Comm ttee to contr bute to my arger commun ty by ass st ng n the a ocat on of funds to var ous affordab e hous ng projects. I am exc ted to cont nue to earn about a aspects of the affordab e hous ng ndustry and co aborate w th staff and other profess ona s for pos t ve commun ty outcomes.

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

I cu ent y wo k n the affo dab e hou ng f e d a a P o ect Deve ope w th Eden Hou ng I have been an app cant for var ous fund ng sources and have an understand ng of the comp ex ty of estab sh ng a v ab e cap ta stack to make an affordab e hous ng project work. have exper ence work ng w th and serv ng on var ous comm ttees and comm ss ons through my work n C ty P ann ng and as a res dent of the C ty of Concord and am genera y fam ar w th meet ng protoco s and decorum.

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:

n/a

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

n/a

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

I cu ent y e ve on the B cyc e Pede t an Adv o y Co ttee w th the C ty of Conco d and a the Ea t Bay Act v ty Coord nator on the Board of D rectors of the Northern Sect on CA Chapter of the Amer can P ann ng Assoc at on.

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 don't persona y a though my emp oyer Eden Hous ng Inc. does and may n the future. I understand I wou d need to recuse myse f from any tems that come before the board nvo v ng a ocat on of funds to Eden Hou ng and/o t aff ate

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

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   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter- n-law, stepson, and tepdaughter
   (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

Sarah J Allen

SARAH J. ALLEN, AICP

[redacted]@gmail.com

PROFESSIONAL SUMMARY

Affordable Housing professional with a solid understanding of the regulatory environment and entitlement process for development in California. Detail and results-oriented professional adept at building strong relationships.

SKILLS

Microsoft Word • Access • Excel • Outlook • PowerPoint • Project Management • Record Keeping and Filing • Research and Report Writing • Interpretation of Regulations & Legal Documents • Public Speaking • Development Project Analysis • Mentoring Junior Staff • Grant Writing • Effective Communication • Scheduling and Deliverables • GIS/GPS

WORK HISTORY

Eden Housing, Inc. – Hayward, CA

Project Developer, 04/2022 to Current

- Manage the entitlement, design development, financial closing, and construction process for affordable housing developments.
- Research and secure predevelopment, construction, and permanent financing from public and private sources.
- Select and manage consultants and consultant contracts.
- Prepare and monitor development and construction budgets.

City of Lafayette – Lafayette, CA

Assistant Planning Director, 07/2021 to 03/2022

- Led Comprehensive General Plan Update including managing the 13-member General Plan Advisory Committee.
- Selected and manage consultants and consultant contracts.
- Established new regulations working with a subcommittee of elected and appointed officials and the city attorney.
- Managed overall staffing and training for the department.

Senior Planner, 06/2017 to 06/2021

- Managed complex development applications including new multi-family buildings in the Downtown, redevelopment from office to residential and hillside subdivision.
- Served as staff liaison for committees and commissions including the Design Review Commission, Parking Ordinance Committee and the Residential Design Guidelines Subcommittee.
- Prepared and execute legal documents including affordable housing agreements and deed restrictions.
- Supervised and mentor junior planners.

Associate Planner, 07/2015 to 05/2017

- Led long range tasks including the Parking Management Strategy, updating the zoning code to reflect the Downtown Specific Plan and modifying the Accessory Dwelling Unit regulations to reflect new State law.
- Coordinated architects, builders, attorneys, contractors, engineers and staff to improve and implement development projects.
- Reviewed, analyzed and processed larger development proposals including subdivisions and new commercial buildings.
- Recruited, hired and supervised Planning Interns to update the Downtown Parking Inventory and Occupancy Survey.

Assistant Planner, 04/2013 to 06/2015

- Managed more complex planning and development projects including subdivisions and written and oral staff reports to City Council, Planning Commission and Design Review Commission.
- Advised applicants and the general public on City development policies and standards while maintaining effective working relationships.
- Prepared Initial Studies and Negative Declarations to comply with the California Environmental Quality Act.

Planning Technician, 01/2011 to 03/2013

- Processed over 100 development applications including Tree Permits, Hillside Development Permits, Design Review Applications, Variance requests and Land Use Permits.
- Assisted with developing the Plaza Way Overlay District Regulations allowing for redevelopment of an under-utilized historic area of Downtown Lafayette.
- Provided information to the public by answering phone calls and responding to over-the-counter inquiries related to zoning, setbacks, and limitations and requirements for development.

Planning Intern, 01/2007 to 12/2010

- Co-managed the Parking Meter Study resulting in 97 newly metered parking spaces.
- Co-authored three successful grant applications.
- Updated the Growth Management Element of the General Plan. Provided general office support, filing and record keeping.

EDUCATION

Master's: Urban Planning and Real Estate Development, 2020

University of Southern California – Los Angeles, CA

B.A: Sociology, 2005

California State University Sacramento - Sacramento, CA

Graduated Cum Laude

CERTIFICATIONS

Enterprise Community Partners – Preservation Next Academy - 2023

Contra Costa County Leadership Academy - 2019

American Institute of Certified Planners (AICP) - 2016

Land Use and Environmental Planning Certificate, UC Davis Extension, Sacramento CA - 2010

GIS/GPS Certificate of Completion, Diablo Valley College, Pleasant Hill, CA - 2009

AFFILIATIONS

Current Chair, City of Concord Bicycle Pedestrian Advisory Committee (2017-Present)

Co-Chair, East Bay Regional Activity Coordinator APA Board of Directors – NorCal Section (2017-Present)

Volunteer, Food Bank of Contra Costa & Solano (2016 -Present)

Contra Costa County Boards & Comm ss ons

Subm t Date: [redacted]

Application Form

Profile

Sandeep
irs Name

Middle ni ial

Chaha
Las Name

[redacted]
Home Address

Sui e or Ap

Brentwood
Ci y

CA
S a e

94513
Pos al Code

Mob e: [redacted]
Primary Phone

[redacted]
mail Address

District Locator Tool

Resident of Supervisorial District:

☑ D str ct 3

Surjan Sons Inc
mployer

Se f Emp oyed
Job i le

Length of Employment

11 years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

D str ct 3

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

More than 10 years

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

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 *

☑ CA H gh Schoo Prof c ency Cert f cate

College/ University A

Name of College Attended

Hea d Co ege

Degree Type / Course of Study / Major

AAS

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

O kos Un vers ty

Degree Type / Course of Study / Major

LVN

Degree Awarded?

◉ Ye ○ 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, commitee, or commission

I was awarded the commun ty hero award of 2020 by Kensen Chu. I d str buted more than 20K hand-st ched masks w th he p of my team n the start of the Cov d era. Masks were not ava ab e then. I pe ona y hand de ve ed to tho e a k to a o t 20+ bay a ea ho p ta f o San Jo e to Ma t nez

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

I am qua f ed for th s pos t on.

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 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

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   (4) Registered domestic partner, pu suant to Cali ornia Family Code section 297;
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Sandeep Chahal

Contra Costa County Boards & Comm ss ons

Subm t Date: [redacted]

Application Form

Profile

Skye ar (irs Name) | N (Middle ni ial) | Cr bbs (Las Name)

[redacted] (Home Address) | (Sui e or Ap)

Brentwood (Ci y) | CA (S a e) | 94513 (Pos al Code)

Mob e: [redacted] (Primary Phone)

[redacted] (mail Address)

[District Locator Tool]

Resident of Supervisorial District:

None Se ected

(mployer) | (Job i le)

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?

Affordab e Hous ng F nance Comm ttee: Subm tted

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 *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Port and state un vers ty

Degree Type / Course of Study / Major

Po t ca sc ence and psycho ogy

Degree Awarded?

◉ Ye ○ No

College/ University B

Name of College Attended

Un vers ty of Southern Ca forn a

Degree Type / Course of Study / Major

Cr m na just ce and po cy

Degree Awarded?

○ Yes ○ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Ye ○ 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, commitee, or commission.

I wou d ke to serve to make a d fference. I stand f rm y on equa hous ng and opportun t es. Menta hea th s v ta to my fe due to my exper ences os ng m partner to su c de and menta ness, I wou d ke to be ab e to share my story and mprove qua ty of fe for nd v dua s fac ng these ssues.

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

Se ved a a po cy coo d nato fo po t c an , have u t p e co ege deg ee n the f e d w th exten ve research on these areas.

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:

Work but I can adjust my schedu e.

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.

Vo unteer work: work ng w th house ess nd v dua s and foster ch dren.

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?

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If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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   (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 bu ine a ociate

Skyelar N Cribbs

Skyelar Cribbs

EXPERIENCE

Right at School | Brentwood, Ca | Program Director | Current

- Executed lead role in planning, monitoring and controlling an environment and team projects.
- Identified team building activities and expectations.
- Spearheaded student improvement.
- Drove new frameworks to program improvement.

Mayor of Antioch | Antioch, CA
Policy Analyst | 2021

- Coordinated community events, led national streamed media events and fundraisers for public involvement.
- Spearheaded discussion and connection on police reform with local non-profit organizations.
- Collaborated with scholars and politicians on police reform, better education, homelessness and diversity equity.
- Developed profitable income for the City.

Pacific Sunwear | Brentwood, CA
Store Manager | 2019-July 2022

- Improved workplace fairness.
- Increased company goals 13% with high-volume public service.
- Developed attainable leadership roles beyond entry level positions for company expansion.
- Initiated 11% increase for high-volume sales.
- Generated social networking, interpersonal engagement, and high-volume public service.

Hollister | Brentwood, CA
Operations Manager | 2018-2019

- Directed high-volume projects and inclusive recruitment.
- Drove service culture improving store goals 13%.
- Created leadership development at all levels and ensuring the store is delivers at a high level of service for customers.

EXPERTISE

- ★★★★ Change and Transition agent
- ★★★★ Coaching, Mentoring & Training
- ★★★★ Catalyst for organization growth

ABOUT ME

High-Performance Strategist and Leader, energetic with a career focused experience in diverse facets of strategists and operations industries. My areas of strengths are in people development, team environments, sales marketing, and revitalizing communication approaches.

LEADERSHIP EXPERIENCE

Portland State Student Government
University of Southern California Criminal Justice advocacy

Legislative Affairs | Equal Rights Advocacy

[redacted]

[redacted]

Brentwood, CA

EDUCATION

B.S. Political Science | Minor Clinical Psychology

USC M.S. Criminal Justice - Currently

Application Form

Profile

Denar us (irs Name) | (Middle ni ial) | Dan e s (Las Name)

[redacted] (Home Address) | (Sui e or Ap)

P ttsburg (Ci y) | CA (S a e) | 94565 (Pos al Code)

Home: [redacted] (Primary Phone)

[redacted] (mail Address)

[District Locator Tool]

Resident of Supervisorial District:

☑ D str ct 5

Aperto property management (mployer) | Ass stant manager (Job i le)

Length of Employment

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

5

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

18

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

Seat Name

Denar us Dan e s

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?

0

Education

Select the option that applies to your high school education *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Los Mendons

Degree Type / Course of Study / Major

Bus ness/management

Degree Awarded?

○ Ye ◉ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Ye ◉ 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:

ax c ed t ob t a n ng p og a !

Qualifications and Volunteer Experience

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

Serv ng on these boards w he p me nav gate my great deas and suggest ons, I have and wou d ke to b ng to the county and co un ty l e de ln A o, t g ve e the oppo tun ty to wo k w th othe , and co aborate w th commun t es and a so cha enge my bus nesses expert se. I ove tak ng on cha enges work ng w th other w th reso v ng ssues by br ng ng new deas, ensur ng va ue to these comm tments or comm ss on.

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

I have pa t c pated n choo po t c By o n ng n co ege eade h p, pa t c pat ng n choo act v t e

Upload a Re ume

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:

I work a. fu T me pos t on Monday-Fr day 8am -5pm.

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

Na

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

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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?

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   (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 bu ine a ociate

Denarius Daniels -Business and management

[redacted] [redacted]

SKILLS

- ***MICROSOFT GOOGLE DOCS/EXCEL-SPREADSHEET***
- ***COMPUTER-SAVVY***
- ***Work orders***
- ***web design\logo***
- ***Power point***
- ***special-skills. INSIDER-SKILLS***
- ***Organized***
- ***Team player***
- ***critical -Thinker***
- ***outgoing/ hard working***
- ***communicative EXPERIENCE***

Experience

Aperto Property Management- Assistant Manager -Tax Credit May 15th, 2021- Current

2 Venture Suite 525

Irvine CA, 92618

- ***Working with different companies***
- ***Using outlook /Zoom***
- ***Leasing***
- ***Zoom meetings***
- ***Working with different clients vendors***
- ***Communicating with the corporate office***
- ***Working with mental health tenants , working with third party agencies***
- ***Doing recertifications***
- **Working with Third party companies**
- **Attending Legal court cases**
- **Communicating and overing the maintenance department**
- **Helping with the office operations**
- **Also having meeting with tenant's to resolve property issues**
- **And team meetings**
- **Working with yardi rightsource - To go over tenants files**
- **Making sure Tenants follow The Irs Guidelines**

Robert Half Recruiters & Employment Agency - Leasing Agent ***August 5th,2020- May ,2022***

1999 Harrison St Suite 1950 ,

Oakland Ca, 1950 94612

Working with different companies

- ***Using outlook***
- ***Leasing apartments***
- ***Zoom meetings***
- ***Working with different clients vendors***
- ***Communicating with the corporate office***
- ***Traveling to different to properties***

Renoir staffings LLC- Leasing Agent

1301 Marina Village Pkwy Suite 202 ***August 5th,2020- May 5th ,2022***

Alameda,CA 94501

- ***Working with different companies***
- ***Using outlook***
- ***Leasing apartments***
- ***Zoom meetings***
- ***Working with different clients vendors***
- ***Communicating with the corporate office***
- ***Traveling to different to properties***

Employment express Pros - Leasing Manager ***August 5th,2020- May 5th ,2022***

5356 **Clayton 101,**

Concord CA, 94521

- ***Working with different companies***
- ***Using outlook***
- ***Leasing apartments***
- ***Zoom meetings***
- ***Working with different clients vendors***
- ***Communicating with the corporate office***
- ***Employment express Pros***
- ***Using different online systems such as rent cafe , Yardi ,onsite ,***
- ***Traveling to different properties***

Securitas Security Services, San Francisco CA — *Security/flex officer*

July 02/4/2018 - currently working here

- lobby/pass issue
- CTV/WATCH
- Maintaining daily operations
- Working with clients/tenants \Property manager
- Controlling gates access

Teen leaders of california , Location — *Sales supervisor*

August 01/4/2015 - 05/6/17

- Sales\marketing
- Customer relations
- Event planning
- Coordinator/special Events
- Presentations

Reference-Sidney lamel l(510-485-4589)

EDUCATION

los medanos college , Pittburg ca — *AAA-Business and marketing Development* 07/2/2020 - 09/15/202

1. still attending ,pittsburg Ca
2. Then look to transfer to four year college
3. And get my degree with a associates and masters
4. Or get my Broker licensed
5. Participating in the student body government

Freedom high school , Oakley CA

- High school diploma/present
- going to school for business
- And looking to go to lmc for two years
- Then transfer to a four year college

Actives-at lmc college

- leadership
- Senate /camping for president of my college
- Starting my own club and also collabing and working with all clubs within the college
- Participating in meetings -with leadership /Icc/cubs /Faculty
- Commissioner in -High school
- Over rallies/ pep rallies/over see activities

Goals and dreams

- To have my own business/To open up a restaurant with my family ,and have property in my name as a broker .
- Work in management/working with a company .
- To run my own enterprise/manage business/customer relations . ● Or to become a school principal/work at a school who oversees staff members working with kids faculty .
- A property manager/To become a property manager at a high rise building .
- Being a leader leading by example/Being the be and professional and team player .

Is to become a politician, speak around the world and travel

Application Form

Profile

Hector (irs Name) Jose (Middle ni ial) Garc a (Las Name)

[redacted] (Home Address) [redacted] (Sui e or Ap)

Commerce (Ci y) CA (S a e) 90040 (Pos al Code)

Home: [redacted] (Primary Phone)

[redacted] (mail Address)

District Locator Tool

Resident of Supervisorial District:

☑ N/A - Out of County

De Monte Foods (mployer) D rector, Env ronmenta Susta nab ty Eng neer ng (Job i le)

Length of Employment

3 months

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?

3 Months

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

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 *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

We te n Gove no Un ve ty

Degree Type / Course of Study / Major

MS, Management Leadersh p Theory

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Western Governors Un ers ty

Degree Type / Course of Study / Major

Masters, Bus ness Adm n strat on (Genera)

Degree Awarded?

◉ Ye ○ No

College/ University C

Name of College Attended

Ca forn a State Un vers ty Long Beach

Degree Type / Course of Study / Major

Chem ca Eng neer ng

Degree Awarded?

◉ Yes ○ No

Other Trainings & Occupational Licenses

Other Training A

Lean S x S gma, Green Be t

Certificate Awarded for Training?

◉ Ye ○ 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, commitee, or commission.

W th my 20+ years of exper ence n prov d ng env ronmenta comp ance serv ces to ndustry, government agenc e , and non p of t co un ty g oup a a egu ato , a techn ca adv o , and an Env on enta Just ce advocate, I fee that I can contr bute to the team to co aborate on susta nab ty ssues. Born and ra sed n Boy e He ghts Commun ty / East Los Ange es, I am acute y aware of env ronmenta cha enges. For examp e, I have had fe ong Asthma s nce s x months of age, wh ch has fue ed my ntens ty to so ve major env ronmenta ssues by gett ng nvo ved oca y. I have sat on many state and oca boards, nc ud ng the Ve non Hou ng Co on, Ve non Su ta nab ty Co on a the Env on enta Just ce Representat ve, and the Industry Env ronmenta Assoc at on.

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

I have been a techn ca adv sor to mun c pa off c a s and c t zen's groups on env ronmenta matters, nc ud ng c ty p ann ng, growth ana ys s, hab tat protect on, f ood protect on, and open space acqu s t on, performed regu atory comp ance aud ts, hazardous waste s te assessments, tank abandonment, and so e ed at on have p ov ded eade h p n deve op ng and p e ent ng va ou t ateg e to ach eve env ronmenta just ce deve opment targets n the East Los Ange es / Commerce Areas. Th s object ve has been ach eved by prov d ng d rect support to the commun ty n env ronmenta strategy and operat ons, nterna and externa commun cat ons, and vo unteer tra n ng. I have been a voca advocate for env ronmenta just ce ssues throughout Los Ange es County. My expert se n env ronmenta susta nab ty pan haza dou ub tance epo t ng equ e ent (SARA 302, 303, 304, 311, 312, 313, po ut on prevent on p ans), R sk Management Program/Process Safety Management, a r em ss ons (Perm ts, RECLAIM, T t e V, ERC, AERs, and Indoor A r Qua ty), So d Waste Management, Hazardous mater a s/waste management, remed a nvest gat on, stormwater management, Waste Water Pretreatment, SPCC management, Energy Management, Water Supp y, Env ronmenta Aud t ng, and Su ta nab ty Mea u e I have expe ence n the food ndu t e , pha aceut ca anufactu ng, w e manufactur ng, a r ne ndustry, chem ca manufactur ng, and governmenta agenc es. As a consu tant, I have worked for the petrochem ca , transportat on, power product on, h gh techno ogy, and un vers t es. My work has nc uded s t ng eva uat ons for new fac t es, comprehens ve perm t acqu s t on, Ca forn a Env ronmenta Qua ty Act (CEQA) and EH&S management, comprehens ve hazardous mater a s/waste anage ent, to wate p og a , ub u face nve t gat on and e ed at on, and deta ed egu ato y ana ys s. My recent projects nc ude deve op ng and mp ement ng an env ronmenta and susta nab ty program for De Monte Foods n Wa nut Creek, CA. n the past, my efforts have been recogn zed by var ous ndustry assoc at ons, nc ud ng the Nat ona Amer can Meat Inst tute for env ronmenta exce ence. My team's susta nab ty projects have been ranked n the top four (4) n nternat ona co pet t on f o 2010 to 2015, nc ud ng w nn ng f t p ace n 2011 fo the p ant ze o wa te p o ect and aga n n 2016 n an energy and em ss ons reduct on for Horme Foods. have worked for var ous a r qua ty comm ttees for oca ssues, nc ud ng transportat on and odor abatement. I have a Bache or of Sc ence n Chem ca Eng neer ng from Ca State Long Beach, an MBA, and a Master's n Management Leadersh p Theory from Western Governor's Un vers ty n Utah.

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?

○ Ye ◉ No

If Yes, please explain:

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

○ Ye ◉ 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.

Vernon Hous ng Comm ss on Member, Labor Representat ve (2010-2019) Vernon Susta nab ty Co on Cha , Env on enta Ju t ce Advocate (2012 2019) Indu t a Env on enta A oc at on Member (2010-2019) Ca forn a Task Force on Poverty and Hunger, Food & Serv ce Member (2017) South Coast A r Qua ty Ru e Comm ttee on 415 Render ng Odors, member(2013-2014) South Coast A r Qua ty AB617, member (2018-2020) Los Ange es County Industr a Waste Water, Food & Beverage Representat ve (2008-2019)

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 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 member of appointed bodie are required to take the advi ory 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 Meeting may be held in variou location and ome location may n t be acce ible 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 A indicated in Board Re olution 2021/234, a per on 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- n-law, stepson, and tepdaughter
   (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

Hector Jose Garcia

Hector J Garcia

Environmental Sustainability

Leader in designing, implementing, assuring, and improving ESG systems

Forward-thinking professional with 20+ years of experience in delivering safety, health, environment, and quality assurance integration and control in operations. Proven track record in implementing proactive and preventive measures to safeguard company employees and certain assets and reduce losses. Accomplished in taking multi-million-dollar projects and training programs from concept to launch with no recordable accidents or violations by regulatory agencies, including but not limited to EPA or Cal-OSHA. Credited with a strong ability to identify trends and develop new policies to address risk exposure. Expert and keynote speaker skilled in presenting at seminars, client meetings, and C-level executive meetings. Commissioner at various state and local commissions on sustainability, environment, housing, and food programs.

Areas of Expertise

- Investigations & Audits
- Training & Development
- Quality Evaluations
- ESG Program Implementation
- Workers' Compensation
- Safety Compliance
- Environmental Compliance
- Employee Training
- Quality Standards & Controls
- Client & Vendor Relations
- Documentation Management
- Policy Development

Key Accomplishments

- Creating an environmental sustainability culture at Del Monte Foods, Inc. North American plants by hiring and developing an Environmental Manager, Utilities Managers, Automation Manager, Sr. Environmental Engineering Project Manager, Sustainability Project Manager and Project Specialist manager.
- Cultivated a safety culture at Bachem Americas, Inc. by hiring and developing an Environmental Manager, Safety Manager, and Industrial hygiene manager.
- Reduced key HSE KPI (e.g., LTIR) by spearheading a program involving inspection programs, job hazard analysis, SDS review, and implementation at Bachem Americas, Inc.
- Saved $10M by successfully reducing utilities during growth period by 10%, leading to a patent for the unique process and receiving two international awards at Smithfield Foods, Inc.
- Slashed injuries 78% of injuries by developing new strategies and policies in safety management including a training program and trust but verify audit inspection program at Bachem Americas.

continued...

Professional Experience

DEL MONTE FOODS, INC, Walnut Creek, CA
Director, Environmental Sustainability Engineering, 2022 - Present
Position the organization for safety and the continuation of workflow activities with minimal risk exposure. Led eight North American location management teams in implementing practical solutions for long-term sustainability for the organization with 1,500+ employees total. Scope includes developing and implementing sustainability and environmental compliance programs, engineering projects, best practices, policies, employee training, leadership development, and establishment of corporate social responsibility measures.

- Developed 5-year sustainability plan for North American to cut its emissions by 50% by 2030 while increasing profitability by $49 M.
- Improved North American operations by developing initiatives for standardization of environmental compliance.
- Added transparency into current risks by performing site audits, root cause analysis, accident/injury investigations, setting and measuring key metrics, and improvement plan strategies for both sites.

BACHEM AMERICAS, INC, Torrance, CA
Executive Director, Health, Safety, & Environmental, 2019 - 2022
Position the organization for safety and the continuation of workflow activities with minimal risk exposure. Led seven location management teams in implementing practical solutions for long-term prevention for the organization with 270+ employees total. Scope includes developing and implementing safety programs, industrial hygiene best practices, policies, employee training, leadership development, and establishment of corporate social responsibility measures / IH improvements.

- Saved $1M in costs with substantial reductions in identified hazards and employee work injuries while increasing profitability by $12M.
- Increased efficiency by 40% and amplified the completion rate by>90% for all projects by ensuring collaboration and developing solutions to meet critical deadlines.
- Improved global operations by developing initiatives for standardization of safety data sheets.
- Added transparency into current risks by performing site audits, root cause analysis, accident/injury investigations, setting and measuring key metrics, and improvement plan strategies for both sites.
- Cut downtime in operations by working with 3rd party vendors to develop/implement a subscription program to manage 500+ SDS and 1st Response, allowing instant injury notification.
- Reduced hazardous waste drum pick up daily to weekly by developing a new Hazardous Waste Storage Area, increasing profitability by more than $ 1M.

SMITHFIELD FOODS, INC, Vernon, CA
Manager, Environmental Affairs, 2008 - 2019
Leveraged expertise in safety compliance and trend analysis to monitor and measure results, resulting in an improved training program for new hires, optimized operational efficiency, and lower cost while directing environmental affairs for seven facilities with 1,500+ employees total. Participated in community workshops, commissions, and committee board membership representation, analyzed food production issues and developed policies and procedures. Composed intellectual products for the management and public distribution. Managed supplier contracts for environmental operations. Administered operations and ensured compliance for seven California facilities, including Wastewater, Air Quality, Stormwater, Liquid Organics, SARA 311-313, and Subsurface.

- Circumvented risk exposure by following risk management standards and procedures.
- Drove continuous improvement by reviewing annual performance, preparing development plans for direct reports, motivating team members, and developing teamwork.
- Increased efficiency and profitability through cost savings or cost reduction programs ($3.5M).
- performed as an intermediary on behalf of the organization and submitted 93 documents to agencies.
- Represented organizational views in public settings and CEQA meetings.

Additional history:

SWISSPORT CARGO SERVICES – Director, Western Regional Safety
DAVIS WIRE CORP – Manager, Environmental Health & Safety
ENVIRONMENTAL MANAGEMENT ENTERPRISES –Principal EHS Consultant
WINEFIELD & ASSOCIATES, INC – Senior EHS Consultant
ECOTEK, MST SOLUTIONS, INC. – Associate EHS Consultant
STATE REGIONAL WATER BOARD — Environmental Engineer Technician
CITY OF LOS ANGELES ENVIRONMENTAL AFFAIRS – Environmental Technician

Education & Credentials

DBA Business Admin (General), Columbia Southern University, 2023
Green Belt Six Sigma, Purdue University, 2022
Negotiation Certificate, University of Michigan, 2022
Human Resources Management Certification, HR University, 2022
M.S. Management/Leadership Theory, Western Governors University, MBA (General)
Dale Carnegie
Law, University of La Verne College of Law
B.S. Chemical Engineering, California State University
Environmental Science / Biology, University of California

Application Form

Profile

N co e (irs Name) | M (Middle ni ial) | Green (Las Name)

[redacted] (Home Address) | (Sui e or Ap)

P ttsburg (Ci y) | CA (S a e) | 94565 (Pos al Code)

Home: [redacted] (Primary Phone)

[redacted] (mail Address)

District Locator Tool

Resident of Supervisorial District:

☑ D str ct 5

Contra Costa off ce of Educat on (mployer) | Reentry Trans t on Spec a st (Job i le)

Length of Employment

1 year

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?

13 years

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

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?

3

Education

Select the option that applies to your high school education *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Un vers ty of Phoen x

Degree Type / Course of Study / Major

BA Bu ne ,

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Un vers ty of Phoen x

Degree Type / Course of Study / Major

MA Bus ness, Project Managment and IOP

Degree Awarded?

◉ Yes ○ No

College/ University C

Name of College Attended

Wa den

Degree Type / Course of Study / Major

MSW- Current

Degree Awarded?

○ Yes ◉ No

Other Trainings & Occupational Licenses

Other Training A

CP

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, commitee, or commission

I have ved exper ence and worked w th n the commun ty for s x years. I have worked w th n hous ng programs and am fam ar w th the just ce nvo ved and barr ers re ated to hous ng and home essness. My expe ence wo k ng w th hou ng p ov de and CBO dea ng w th the u t ce nvo ved popu at on and y own persona exper ence of home ess w th n Contra Costa County, I be eve I can br ng great ns ght and know edge to the commun t es.

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

P ease see copy of 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

Yes, I have emp oyment and nternsh p ob gat ons. I am a so part of the CAB as a cha r; th s s my ast year as the cha r.

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 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

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   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter- n-law, stepson, and tepdaughter
   (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

Nicole M Green

[redacted]

Enthusiastic about obtaining a position as a where I can utilize my current Manager, Assistant Manager, Case Worker, Transitional Employment Services, Job Search, Job Development and Human resources experience. I am dependable and supportive with a sound understanding of established procedures. I am also compassionate and dedicated to helping our participants be self-sufficient in obtaining successful employment and long-term careers.

Skills

Data Entry	Time-Management	Organizing/Planning	Customer Satisfaction
Microsoft Suite	Public Speaking		Employee Tracking
	Project Management		
File Organization	Customer Service		Employer
Engagement	Employee workflow		
Employee Review	Employee Hiring/Screening		Employee Training
	Business Psychology		
Audit preparation and reporting	Training and development		Payroll/Paycom/ADP

Professional Experience

Program & Contract Manager AB109 & BSCC Reentry Programs

- Manage program and staff to achieve all program and contractual deliverables.
- Develop and maintain policies/procedures manual for AB109 and BSCC Programs
- Manage service-related expenditures and overall approved programs budget according to established policies/procedures.
- Prepare reports for timely submission as required, provide progress reports for internal and external customers, assist in the preparation of year-end grant reports, and other analyses as requested.
- Coordinate program-level and collaborative activities and meetings.
- Conduct periodic case reviews with case managers to monitor applicant's needs assessment, eligibility confirmation processes, monitor progress, and fine-tune intervention strategies and techniques.
- Perform regular file reviews to ensure that case files and service data in HMIS system remains up-to-date, accurate, and complete.
- Ensure completion of participant follow-up at 1, 2, 3, 6, 9 and 12 months to document long-term outcomes.
- Communicate promptly and effectively with other teams to assure close coordination
- Continually evaluate the overall quality and effectiveness of program design and services; recommend adjustments to improve outcomes and contractual obligations; prepare for and present program reviews
- Provide top quality external and internal customer service with an emphasis on responsiveness, confidentiality, consistency, and non-discrimination.
- Establish and develop initiatives, partnerships, services, and programs.
- Responsible for achieving program goals and outcomes on annual basis to ensure ongoing contract renewal, and ensuring the timeliness and integrity of all data, documentation and reporting related to clients
- Establish and monitor caseloads and work activities of direct reports to ensure service delivery and contract outcomes for AB109 and BSCC programs
- Actively engage in staff development through agency performance management process, ongoing feedback (including regular One-on-Ones), and identification of training opportunities.
- Conduct hiring process following agency Talent Acquisition process. Conduct and coordinate onboarding activities following agency policies and timelines.
- Model and promote agency values, customer service, professional standards and Code of Conduct.
- Promote internal collaboration through service coordination meetings, committees, and leadership initiatives to ensure agency outcomes, effective services, good communication, workplace safety and overall staff development.
- Represent the agency in the community. Develop, recognize, document, and strengthen partner relationships to improve programs and outcomes.
- Independently and in coordination with Data Analytics and Analytics staff, develop opportunities for program staff and participants to provide input/feedback on program goals and the means of

achieving them including exit surveys to gather program participants' input/feedback to identify opportunities for program improvement.
- Utilize evidence-based "best practices" to maximize effectiveness of program(s).

Management & Human Resources

- Program Management- 2 Years program manager experience AB109 and Step-Up CalWORKs Program.
- Managed 15 to 25 employees and assisted with new hire training and coaching.
- Leadership and People Management – Experience in motivating, coaching, and developing team members.
- Project Management – Experience in managing successful projects, risks, costs, and project teams.
- Financial Management – Experience in budgeting, forecasting, review financial statements and manage business metrics.
- IOP- Experience in Industrial Organizational Phycology and organizational methods
- Business Management - Understanding strategies, decision-making, workflow, and vital business function.
- Managed talent acquisition, onboarding, and records management. Maintained and updated employee records; collaborated with an accountant to ensure accurate payroll.
- Developed recruiting procedures, including Interviews, and applicant tracking system.
- Designed a more comprehensive and coordinated approach to the recruitment and talent acquisition process, which yielded improved alignment of job postings, interviews, orientation, and training
- Administered on-boarding process for new employees and new-hire orientation program • Assisted in the development of training programs and delivery of various supervisory and employee training
- Implemented and updated compensation program, rewrote job descriptions, developed salary budget, analyzed compensation monitored the performance evaluation program
- Complete weekly and bi-weekly payroll, including adjustments when required, effectively utilizing HR/Benefits software

Leadership and Project Management

- Experiences in providing influential leadership to project managers and project teams towards successful implementation planning, solution preparation, delivery to the field, and measurement of initiatives that are the most highly complex and strategic in nature.
- Experience with providing matrix leadership to cross-functional teams to accomplish project tasks and goals.
- Experience with evaluating current business environment to determining the most effective implementation strategy. Ensures appropriate impact to normal business operations.
- Collaborates with project managers to define projects / goals, design the appropriate change focused communications, and identify the learning business process model and/or timing/bundling for implementations.
- Assists in determining size, scope, impacts, risk, budget, and strategy for initiatives that are corporate wide and have substantial impact to the bottom line, presenting for senior management review.
- Acting as a liaison between the client and operations, sales officers, vendors, and managers to ensure the delivery of quality services to meet the client's needs.
-

Professional Experience

Reentry Transition Specialist Contra Costa Office of Education Pleasant Hill, Ca 07/22-Current

Program Manager Shelter Inc, AB109/BSCC Concord, Ca 11/20-07/22

Case Manager ` `Shelter Inc, AB109 Concord, Ca 08/19-11/20

Program Manager CCC Welfare to Work Program Concord, CA 05/19- 08/19

Assistant Program Manager AB109/Re-Entry Program Concord, CA
02/19- 05/19

Goodwill Industries
TES/Case worker/JD Welfare to work Step/UP Richmond, CA
08/17- 02/19

Goodwill Industries/Resource Center
Employment Specialist Goodwill Industries Antioch, CA 01/17-
8/17
Manager/Team Lead Wells Fargo Bank Concord, CA 03/13 – 10/16
Implementation Coordinator Wells Fargo Bank Oakland, CA
03/06 – 03/13
Customer Service Officer Wells Fargo Bank San Francisco, CA
01/02 – 03/06

Education

Business Associate University of Phoenix
Oakland, CA
Master’s in business University of Phoenix
Oakland, CA
Master’s in business/Project Management University of Phoenix
Oakland, CA
Master’s in IOP University of Phoenix Oakland, CA
MSW- Clinical phycology Walden University
Online/Current

Application Form

Profile

Kaz
irs Name

Middle ni ial

Is am
Las Name

[redacted]
Home Address

Sui e or Ap

Manteca
Ci y

CA
S a e

95337
Pos al Code

Home: [redacted]
Primary Phone

[redacted]
mail Address

District Locator Tool

Resident of Supervisorial District:

☑ N/A - Out of County

Uber
mployer

Uber dr ver
Job i le

Length of Employment

2 years

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?

Never

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

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 *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Muku n ketan h gh choo , MYMENSINGH bang ade h

Degree Type / Course of Study / Major

Secondary schoo Cert f cate

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

M rpur Bang a Co ege

Degree Type / Course of Study / Major

H gher Secondary schoo cert f cat on

Degree Awarded?

◉ Ye ○ No

College/ University C

Name of College Attended

Amer can bang adesh Un vers ty

Degree Type / Course of Study / Major

Market ng

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, commitee, or commission

I wou d ke to serve on th s board s because I am pass onate about the m ss on and va ues of th s organ zat on and f rm y be eve n ts pos t ve mpact on the commun ty. As a board member, I see an oppo tun ty to cont bute y k , expe t e, and expe ence to advance the o gan zat on goa fu the I have a deep comm tment to serv ng others and have act ve y engaged n commun ty eadersh p ro es throughout my career.

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

I have the sk s, qua t es, and know edge to meet the requ rements of the job descr pt on, am a so a ve y fa t ea ne who can ea y eta n a ge a ount of ob pec f c nfo at on

Upload a Re ume

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?

○ Ye ◉ 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)

○ Ye ◉ 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?

○ Ye ◉ 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 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

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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 group 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) Hu band, wife, father in law, mother in law, on in law, daughter n law, tep on, and stepdaughter;
   (4) Registered domestic partner, pu suant to Cali ornia 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 Intere t), uch a a bu ine partner or business associate.

My Resume

Name: Kazi Bodrul Islam

Date of Birth : [redacted]

Sex: Male

Languages : Hindi, Bangla, English, Panjabi - Fluent

Address : Manteca , CA 95337.

California, United States of America

Email: [redacted]

Phone: [redacted]

Academic Qualifications

1. **SECONDARY SCHOOL CERTIFICATE (SSC)**

   INSTITUTION : MUKUL NIKETON HIGH SCHOOL, MYMENSINGH

   BOARD : DHAKA

   GROUP : SCIENCE

   GPA : 2ND DIVISION

2. **Higher Secondary Certificate (HSC)**

   Institution : Mirpur Bangla College, Dhaka

   Board : Dhaka

   Group : Humanities

   GPA : 1.80 (out of 5.00)

   Year of passing: 2003

3. **Bachelor of Business Administration (BBA)**

Institution : America Bangladesh University

Major : Marketing

CGPA : 3.70 (out of 4.00)

Year of passing: 2008

4. **Masters of Business Administration (MBA)**

Institution : America Bangladesh University

Major : Marketing

CGPA : 3.54 (out of 4.00)

Year of passing: 2009

COMPUTER SOFTWARE SKILLS:

Microsoft Word

Microsoft Office

Microsoft Excel

Adobe Photoshop

Work Experience Qualification :

Non-Emergency Medical Transport Driver RydeTrans - Stockton, CA

April 2022 to January 2023

Banker at Blackstone Gaming Blackstone Gaming, LLC - San Jose, CA

December 2018 to September 2022

I worked at Blackstone gaming company as coin holder or banker and i have been working there since 2018

Address: 1887 Matrix Blvd, San Jose, CA 95110Supervisor: Michelle Fernandez Phone Number: 5628000905.

Amazon Delivery Driver Amazon.com - Livermore, CA

January 2022 to July 2022

Door dash Driver DoorDash - San Jose, CA

February 2020 to May 2022

I like to drive so as a part time job i choose to work as a food deliver driver for door dash so that I can explore new places

Cashier/Customer Service at McDonald's - San Jose, CA

April 2018 to December 2018

I worked at McDonald's as cashier, and sometimes i used to work inside the kitchen just to help my coworkers..

Address: 2040 N 1st street San Jose, CA 95131Manager: Edwardo Phone number: 4084492907

Media Specialist RGB Media - Bangladesh

February 2009 to March 2017

I worked at media with some great projects such as documentary, TV drama, ads and etc..

Accountant at Sonali Bank- Bangladesh

I have been employed as an Accountant in to Sonali Bank, Banani, Brunch Dhaka Bangladesh. Since January 01, 2010 to March 30, 2014.

Mirpur 12, Brunch Dhaka Bangladesh.

March 31 ,2014 to March 30, 2018.

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

To develop and discover my vision into pragmatic action, as a performance-oriented official of proper accounting track record, I want to activate my "self-branding" strategy in your organization with strong and healthy confidence.

Professional Summary

Detail-oriented Bank Accountant with extensive knowledge of banking procedures who adapts to evolving accounting procedures as applicable to the banking industry. Proficient in generally

accepted accounting principles including data analysis financial projections and payroll processing.

Core Qualifications

- Experienced with accounts payable and receivable
- Proficient in Microsoft Excel
- Knowledge of currency conversions
- Solid analytical and auditing skills
- Able to meet tight deadlines
- Good work attendance record

Experience

- Reconciling ledger accounts.
- Preparing monthly financial statements and quarterly reports.
- Ensuring compliance with accounting practices.
- Uploading and updating 401(k) contributions.
- Preparing and tracking payroll for 22 employees.
- Performing internal interest calculations.
- Tracking petty cash expenditures.
- Issuing employee IDs.
- Preparing and posting adjusting entries.
- Handling payroll for about 15 employees.
- Preparing cash flow statements and balance sheets.
- Ensuring the accuracy of financial statements.
- Completing monthly bank compliance requirements.
- Preparing monthly quarterly and annual reports.
- Assisting with internal auditing duties.

Thank you

Kazi Bodrul Islam

Email: [redacted]

Phone: [redacted]

Application Form

Profile

Prajoe
irs Name

Middle ni ial

Kark
Las Name

[redacted]
Home Address

Sui e or Ap

San Ramon
Ci y

CA
S a e

94582
Pos al Code

Home: [redacted]
Primary Phone

[redacted]
mail Address

District Locator Tool

Resident of Supervisorial District:

☑ D str ct 2

San Ramon Reg ona Med ca Center
mployer

C n ca Pharmac st
Job i le

Length of Employment

2 years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

2

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

2

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

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 *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Un ve ty of M ou Kan a C ty

Degree Type / Course of Study / Major

Doctor of Pharmacy

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Un vers ty of Nebraska Omaha

Degree Type / Course of Study / Major

B.S.

Degree Awarded?

◉ Ye ○ 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, commitee, or commission

I can contr bute to the county w th my exper ence as front ne hea thcare worker be ng a Hosp ta Pharmac st n the Bay Area s nce 2010. I have a so been work ng as a Rea Estate and Mortgage broker and owne of Mant a Rea E tate, San Ra on and wou d ke to wo k w th the county to p ove ve of fe ow county res dents.

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

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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?

○ Ye ◉ 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)

○ Ye ◉ 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?

○ Ye ◉ 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 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.

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   (1) Mother, father, son, and daughter;
   (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
   (3) Hu band, wife, father in law, mother in law, on in law, daughter n law, tep on, and stepdaughter;
   (4) Registered domestic partner, pu suant to Cali ornia 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 Intere t), uch a a bu ine partner or business associate.

Application Form

Profile

Anthony
irs Name

Middle ni ial

Segov a
Las Name

[redacted]
Home Address

Sui e or Ap

Brentwood
Ci y

CA
S a e

94513
Pos al Code

Mob e: [redacted]
Primary Phone

[redacted]
mail Address

District Locator Tool

Resident of Supervisorial District:

☑ D str ct 3

Lendone F nanc a
mployer

CEO
Job i le

Length of Employment

4 years

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?

36 years

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

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Affordab e Hous ng F nance Comm ttee: Subm tted

Seat Name

D str ct 3 Comm ss oner

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?

26

Education

Select the option that applies to your high school education *

☑ H gh Schoo D p oma

College/ University A

Name of College Attended

Los Medanos Co ege

Degree Type / Course of Study / Major

Assoc ate of Arts - Journa sm

Degree Awarded?

◉ Ye ○ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Ye ○ 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, commitee, or commission

Appo nted n 2017 to a 2 year term on the A coho and Other Drugs Board by Board of Superv sor D ane Burg s - Res gned for persona reasons

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

Resume attached

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:

A coho and Other Drugs

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

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If Yes, please identify the nature of the relationship:

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   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter- n-law, stepson, and tepdaughter
   (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-604 **Agenda Date:** 10/17/2023 **Agenda #:** C.13.

To: Board of Supervisors

From: Equity Committee

Report Title: Appointments to the Steering Committee for the African American Holistic Wellness Hub Feasibility Study

☐Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT the following individuals to the ad hoc African American Holistic Wellness Hub Feasibility Study Steering Committee:

	Name	District of Res.
1	Fields, Chinue	D. 1
2	Harrison, Zelon	D. 1
3	Lane, Sheryl	D. 1
4	Miller Evans, Janet	D. 2
5	Arnold Jr., Philip	D. 3
6	Edwards, Alfonzo	D. 3
7	Herron, Desirae	D. 3
8	Smith, Jacqueline	D. 3
9	Blum, Vanessa	D. 4
10	Green, Ashley	D. 5
11	Moore, Rohana	D. 5
12	Sims, Taylor	D. 5
13	Young, Patt	D. 5

FISCAL IMPACT:

No fiscal impact is anticipated from the appointment of individuals to the Steering Committee.

BACKGROUND:

During the FY 23-24 County Budget Hearings, on April 24, 2023 <http://64.166.146.245/agenda_publish.cfm?

id=&mt=ALL&get_month=4&get_year=2023&dsp=min&seq=2140>, the Board of Supervisors designated that $80,000 of Measure X funding be allocated for the purpose of studying the feasibility of an African American Holistic Wellness Hub in Contra Costa County. The findings and recommendations of the Feasibility Study will provide guidance to the Board of Supervisors in its decisions regarding next steps in the development of an African American Holistic Wellness Hub for Contra Costa County. The Hub, which may include multiple sites, is intended t provide space for culturally appropriate and community-defined services that will welcome, support, heal and empower the African American community in Contra Costa County.

At their July 31, 2023 meeting, the Equity Committee directed staff to pursue the establishment of an ad hoc Steering Committee for the Feasibility Study of an African American Holistic Wellness Hub for Contra Costa County. The Board of Supervisors took action at its August 15, 2023 meeting to establish the Steering Committee as a 13-member ad hoc committee with a mission to "guide the Feasibility Study development effort through a representative, inclusive, and extensive community engagement process. The Steering Committee will provide input and collaboration with County staff and the contracted Feasibility Study developer, ensuring the community voice is represented throughout the process and the outcomes."

Solicitation for applicants to the Steering Committee began on August 15, 2023 with a deadline for applications set for September 8, 2023. The County received 23 applications by the deadline, and one application was received after the deadline. The Equity Committee considered the 24 applicants at their September 18, 2023 meeting and made recommendations for appointments for 12 of the 13 seats.

The Equity Committee directed that the seats be composed of the following member seats:

District 1: 3 member seats
District 2: 1 member seat
District 3: 4 member seats
District 4: 1 member seat
District 5: 4 member seats

At their Sept. 18 meeting, the Equity Committee also directed staff to re-open the application period and resume outreach focused on District 4 to ensure a District 4 representative on the committee. (*No applicants in round 1 were residents of District 4*.) As a result of the second round of outreach, 10 additional applications were received. The Equity Committee considered the applicants at a special meeting held on October 2, 2023.

The Equity Committee nominates the following individuals to the ad hoc Steering Committee for an African American Holistic Wellness Hub Feasibility Study. Applications for the nominees are included as attachments. The Applicant Summary for all applicants is Attachment A. (*Note, no edits were made to the information provided by the applicants in the Applicant Summary. Redactions of personal information were made to applications*.)

Recommended Appointees for Steering Committee

	Name	District of Resider	Residence	District of Employ
1	Fields, Chinue	D. 1	Pinole	D. 1
2	Harrison, Zelon	D. 1	Richmond	N/A
3	Lane, Sheryl	D. 1	Richmond	D. 1
4	Miller Evans, Janet	D. 2	Danville	D. 2
5	Arnold Jr., Philip	D. 3	Brentwood	D. 3
6	Edwards, Alfonzo	D. 3	Antioch	*unspecified*
7	Herron, Desirae	D. 3	Brentwood	N/A
8	Smith, Jacqueline	D. 3	Brentwood	D. 4
9	Blum, Vanessa	D. 4	Pleasant Hill	N/A
10	Green, Ashley	D. 5	Pittsburg	N/A
11	Moore, Rohana	D. 5	Antioch	D. 4
12	Sims, Taylor	D. 5	Pittsburg	D. 1
13	Young, Patt	D. 5	Pittsburg	N/A

Residence		**Employment**	
District 1	3	District 1	3
District 2	1	District 2	1
District 3	4	District 3	1
District 4	1	District 4	2
District 5	4	District 5	0
N/A	0	N/A or Unspecified	6
	13		13

CONSEQUENCE OF NEGATIVE ACTION:

There will be no members appointed to the Steering Committee.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study: First Round

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
1	Arnold Jr., Philip	D. 3	Brentwood	D. 3	NAMI Contra Costa/ Veteran Outreach Coordinator	University of Cincinnati, B.A. Psychology; Syracuse University, Russian Language Cert.; Certified Medi-Cal Peer Support Specialist; NAMI Homefront Education; Medi-Cal Peer Support Specialist Training	Previous advisory bodies: GARE, ACEEO, CCC Board of Parole, Sheriff's Inmate Welfare Fund, CCC Juvenile Justice Commission. Please see attached resume for a listing of community experience and volunteerism.	I would like to serve on our ad hoc African American Holistic Wellness Hub Steering Committee because I believe that I am ideally equipped to do so because of my uniquely qualified lived experience as a African American Septaugenarian male. I have an insatiable appetitie to share my knowledge and understanding to effect positive change in our community. Since we moved our family to Contra Costa County in 1989 I have made every effort to honor my commitment to the memory of my parents and grandparents hopes for a fulfilled life by being actively interested, involved, and invested in the social welfare of my community as they did. I advocate for the social welfare and education of the representative, inclusive, and extensive community engagement process.	Please see my attached resume which chronicles my community investment activities. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of ausiness enterprise. Racial equity s realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am recognized for a unique tactful tenacity, executive leadership, operational effectiveness, and the ability to establish productive relationships at all levels. Known for an outstanding ability to think strategically and implement practically by bringing the right people together for complex problem-solving purposes. I know how to create a climate that will elicit full exchanges of information and full commitment from all team members to get the job done. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.
2	Cason, Tammi	N/A	Oakland	D. 1	Children & Family Services/Social Worker III	Mills College, B.A. Psychology; Temple University, M.A. Social Work	Beta Pi Sigma Sorority (Youth of Beta Pi Sigma Chair, Dean, Scholarship Chairperson); Parent Volunteer San Gorgornia Girl Scout Troup 941	Providing a safe and supportive place for African Americans in this country continue to be a challenge for all interested stakeholders. I believe this undertaking is admirable as well a needed element to address some of the rising concerns in our communities. I would be honored to be a part of the ground floor of an honest effort to affect the trajectory of African American families in Contra Costa County.	"Please see resume."
3	Edwards, Alfonzo	D. 3	Antioch	*unspecified*	NAMI Contra Costa	College of Idaho, BA Physical Education; Realtor license; Peer Support Counselor training cert.	Cornerstone Christian School-Outreach; The Church 4 Me-Outreach, assistant Pastor; MPDCA-Outreach; S.H.A.R.E.- Outreach	Hello, my name is Pastor Alfonzo L Edwards where I serve at The Church 4 Me in Antioch. I've been a resident of the East Contra Costa County for over 16 years and currently reside in the great city of Antioch where I serve the community as Coach, Mentor, Teacher, and Pastor. I've been married over 13 years lo my high school sweetheart Nikki and we have three handsome young men. Our oldest son Jordan is a graduate of Grand Canyon University in Phoenix, AZ; Jalen is in the 9th grade and Jonah is in the 2nd grade both at Cornerstone Christian School. I am 46 years old and serve as a Peer Counselor for NAMI CC. My lived experience and focus is to uplift African Arnerican men who have faced many obstacles dealing with, depression, anxiety and suffering from the passing of loved ones. I also focus on those that are unsheltered in our community. My outreach relates to Jesus parable of the lost sheep. I remember when I was at college in Idaho, I looked out the window and asked my professor why were dogs following the herd of sheep while being transported, to which my professor explained that the dogs keep the sheep in line and together, to let the shepherd know if one has been lost. I use an acronym for the word G.R.A.C.E: God Recognizes All Children Everywhere. We should all make sure, NO ONE IS LEFT BEHIND.	1. **Leadership:** Someone who can guide the committee towards its goals and keep meetings on track. 2. **Communication Skills:** Effective communication is crucial for conveying ideas, discussing issues, and reaching decisions. 3. **Team Player:** Willingness to collaborate, listen to others, and work harmoniously with fellow committee members. 4. **Organizational Skills:** Ability to manage and prioritize tasks, timelines, and resources efficiently. 5. **Problem Solving:** A knack for identifying issues, brainstorming solutions, and making informed decisions

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
4	Ejuwa, Jacqueline	D. 2	San Ramon	*unspecified*	Blue Shield of California/ Vice President, Health Transformation	Brown University, Master of Healthcare Leadership; University of Florida, Doctorate of Pharmacy; University of Ibadan, Bachelor of Pharmacy; Health Equity training	Profit Board Member & Secretary to the Board, Elder Care Alliance (2021 to present); Member, Advisory Council To Eliminate Anti-Black Racism, Brown University (2020-2023); Global Advisor, Women Leaders for the World Reproductive Health, Rights & Justice Fellowship (2022-2023); Member, Diversity, Equity & Inclusion Leadership Council, Blue Shield of California (2020-present; Co-Chair, Co-Founder and Executive Sponsor, Black Employee Network, Employee Resource Group, Blue Shield of California (2014 to present)	I've worked in healthcare my entire professional career, the first two decades as a pharmacist and the last decade in roles that seek to drive a community-integrated approach to healthcare and wellness. I would like to contribute my professional experiences working to solve the social determinants of health that have resulted in and continue to contribute to health disparities within the African American community.	In my current role as Vice President, Health Transformation I have responsibility to develop programs to work with community-based organizations to improve health and wellness issues within the community. I lead two teams focused on improving wellness at the community level. The first team is a Community Health team that has run numerous pilots to address social determinants of health issues such as food, shelter and transportation, within several communities in California. The second team is a Health Equity team which is working to reduce or eliminate health care disparities for African Americans and other minorities. Under my leadership, we have established goals and strategies to reduce maternal mortality disparities between Black and White mothers. We have also established goals and strategies to improve colorectal cancer screening within minority populations using a community based approach. I believe my pharmacist, community and health equity experience will be valuable working alongside others with professional and lived experience to inform a Feasibility Study that will provide guidance to the Board of Supervisors in their decisions regarding next steps in the development of an African American Holistic Wellness Hub for Contra Costa County.
5	Facen, Erica	D. 3	Brentwood	N/A	PCNA/ Order Processing Specialist	John F. Kennedy University, B.S. Psychology		I am presently studying to become a Psychologist. My plan is to become a licensed therapist and practice in my local community as a Marriage and Family Therapist and also as a School Psychologist. My hope is to be involved in the healing and assistance of our community, especially our youth in these trying times. Anxiety and Depression among young people is at an all time high and I want to be a part of the solution to assist in lifting them out of the predicaments they find themselves in. As a teenager dealing with depression and anxiety stemming from abuse, bullying, and the divorce of my parents, it was a School Psychologist who helped me when I had no one else to talk to. It is important to me that I give back to others in the same way I received and that has fueled my desire to become a Psychologist.	(None provided. No resume.)
6	Fields, Chinue	D. 1	Pinole	D. 1		Cal Poly State, San Luis Obispo, Architecture & Environmental Design; San Francisco State, Visual Communication; NASM Fitness Nutrition Specialist; NASM Personal Trainer	As part of my former catering business, I had a Community Service Program where we donated meals, groceries, and essential supplies to at-risk communities. I have volunteered at various programs including tutoring at the Pinole Youth Center, food distribution at the Pinole Senior Center, after school support at the Hercules Library, Black Pride in Oakland, Richmond Rainbow Pride, San Francisco LGBT Center Youth Program, and the Whole Foods Community Kitchen. I also regularly volunteer to support social rides for several biking groups and coastal or park cleanups.	(none included)	(None provided. Resume included.)

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7	Green, Ashley	D. 5	Pittsburg	N/A	Episcopal Community Services	Dillard University, B.S. Biology; Cal State East Bay, M.S. Health Care Administration; Walden University, Doctorate of Public Health (paused); Trauma Healing: Adult and Teens.		I am interested in serving on this committee because I want to create a space for my African American community that's culturally appropriate in giving realistic and holistic healing and resources to support, heal, and empower. Contra Costa County does not have resources allocated towards the African American community and this wellness hub would do just that. I want my community to be represented and heard by someone who when they look at me, they can see themselves in the mirror. I have a passion for eliminating racial disparities within my African American community which has been my focus as a young child. My passion for black excellence and healing continued to grow as I matriculated through my undergraduate career at Dillard University as a student ambassador providing guidance and support to incoming students. After returning home from undergrad, I wanted to be able to give back to my community but did not see an avenue to create that space. The opportunity has arisen, and I want to become a member of the African American Holistic Wellness Hub Steering Committee.	I believe I am qualified for this appointment because of my current role working with a diverse community in San Francisco and my training in trauma healing. As a program manger for a nonprofit in San Francisco specifically in the South of Market (SOMA) and Tenderloin) area I see firsthand how limited resources catered to specific ethnicities affect their healing and more support is needed. My program grants the homeless population an avenue to get back on their feet with our permanent housing support and access to resources that are specific to their individual needs. I work with a diverse group of individuals on my team who have lived experience as well as clients who are in recovery and looking for a way out. Although I work in San Francisco, I see this same struggle in my hometown of Pittsburg. I want to use the knowledge and resources gained from my position as a program manager to help steer the African American Holistic Wellness Hub in a direction that's inclusive to the needs of the African American Community. I have the experience with collaborating with the city and county of San Francisco to advocate for my clients and I will use that same drive and passionate to create the African American Holistic Wellness Hub. I recently completed training with the Trauma Healing Institute to become certified in adult and teen trauma. The African American community has been groomed to not address our trauma. However, with the skills I have gained through the Trauma Healing Institute I am able to work with individuals or groups who have trauma in the African America, LGTBQ+, transition-aged-youth, homeless, adopted, and formerly incarcerated adults and youth. I also served as the Co-Director of Children's Ministry at Genesis Church from 2017-2019 and Director from 2019-2023. I currently serve as the Lead Youth Leader for our Teens Ministry Rooted at Genesis Church.
8	Harvey, Regis	N/A	Dublin	N/A	City of Dublin/Commissioner	University of Phoenix, MBA; Idaho State University, BA Sociology/Psychology; Crisis Intervention training		The reason why I would "love" to serve the committee because it's my passion and calling to be a public servant in providing positive contribution within communities. I feel the best way in doing so is by action! As a result, when this position became available I immediately wanted to apply. I feel this is a great opportunity to demonstrate my knowledge, skills, and experience as well as personal and professional growth!	I have experience in public service with city government. Not included in my resume I am member of multiple community and non-profit organizations. One such example; is membership Chair-person of DBMG (Diablo Black Mens Group) organization. In my current role I provide direction and support for current and new membership. DBMG is a non-profit organization that provides scholarships to young black and brown male high school students to continue on with their higher education. We also, provide internship programs to all high school students.
9	Herron, Desirae	D. 3	Brentwood	N/A	Senior Financial Analyst	Sacramento State, Economics	Youth Leader, Genesis Church	I believe in the uplifting of my local community through buiding relational equity, community resources, and economic relief. The racial inequities present in our community are tremendous and deserve an actionable solution that uplifts and rejuvenates generations to come. Through the board I am able to use my voice for positive change and create real change in my community. Being apart of a tangible solution is my primary goal in helping those that need relief.	(None provided. Resume included.)

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
10	Johnson, Rachelle	D. 1	Richmond* (*In the process of relocating to Emeryville*)	D. 1	Naturopathic Doctor/ business owner	UNC Greensboro, BS Chemistry and Masters in Public Health; CA ND License; Naturopathic Medicine Residency	I used to be on the Board of Directors for the California Naturopathic Doctor Association. I often would volunteer at health fairs and retreats through out the Bay are to talk about holistic medicine, western medicine labs, herbal medicine, and really just helping clients advocate for themselves in the health care system.	I was notified that Contra Costa county was seeking members for the African American Holistic Wellness Hub Steering Committee. I am a perfect fit because I am the only medically trained African American doing naturopathic medicine in the county. As a Naturopathic Doctor, I do holistic medicine, nutritional medicine, IV therapy, and more. I look at the body as a whole, including mind, body, and spirit in my assessments and treatments. I am also extensively trained in Western medicine (I used to teach Western Medicine courses at a Chinese Medical school in San Francisco), and I teach my clients information about their health and disease states so they can advocate for themselves when speaking to Western Medicine practitioners. I would be honored to be on a committee that is focuses on helping African Americans (often marginalized in society) to gain education about and access to holistic medicine in their community. There is a level of culture competence and understanding that needs to exist when talking about health in the African American community due to the level of distrust that exist in the community.	Please see resume. Other qualifications: I am open-minded, strategic and organized, responsible, disciplined, consistent, a healthcare advocate, relatable, and motivated to help African Americans.
11	Knox, Kasandra	D. 1	Richmond	D. 1	Contra Costa County, EHSD/ Employment Counselor	Cal State Long Beach, Journalism/Public Relations; Global Career Development Facilitator cert.	Brother Helping Brother-A Mission that helps to eduate children, feed families, build schools, churches, water wells and provide medical care.	It is imperative and crucial for the survival of African American people, especially those that are disenfranchised and disadvantaged to have a safe space to receive services. This is an incredible moment to serve on this Committee, not only as a resident but also as a working contributor for over 25 years, to reinvest in the City of Richmond, that has provided me with so much opportunity and promise.	While working for the Employment and Human Service division of Contra Costa County, I have provided direct services to our participants in the areas of: CalWORKS benefits, Domestic Violence, Homelessness, Job Readiness Workshops, Formerly Incarcerated and Employment Counseling and Training. For five years, I was the Lead Group Facilitator for a SAMHSA cohort, "Growing Great Families, A Substance Abuse, HIV and Hepatitis Prevention Project", which included youth and adults. One of my responsibilities, but not limited to, was to facilitate a prevention-based curriculum, that would assist in addressing one of the crises, Richmond was plagued with at the time, which was the high HIV rate among Black Women.
12	Lane, Sheryl	D. 1	Richmond	D. 1	FIERCE Advocates/ Executive Director	U.C. Irvine, BA Sociology & Psychology; The New School, MA Urban Policy	City of Richmond Planning Commission (2009-2017) California Black Power Network Board Member (current)	Multigenerational African American wellness is paramount to our community thriving and connecting to individual and collective purpose, joy, and liberation. From my professional work I have listened and learned from Black and African-American residents spanning the age of youth and older adults that they want and need affordable, culturally competent, and accessible support for their mental and emotional health and healing that specifically caters to their needs as Black people. However, our community lacks affordable and culturally competent services for those experiencing emotional wellbeing	I am the executive director for FIERCE Advocates, formerly Building Blocks for Kids (BBK). I've had the opportunity to lead teams on our core strategy of healing centered care and programming that focuses on Black wellness, including CoCo Doulas a countywide community based doula program for Black birthing people, and emotional well-being support groups for Black men and women. I'm experienced in partnering with communities in social innovation and public policy advocacy to drive social justice and transformative change.
13	Mallory, Cynthia	D. 3	Oakley	D. 5	Contra Costa County, EHSD/Personnel Technician	Eastern Gateway Community, AA Teacher Education; Cal State East Bay, Executive Management Human Resources; Ashford University, Sports and Recreational Management; Pilates Instructor, cert.; Fitness/Health/Nutrition Coach/Trainer	I volunteered for a little more than 10 years with the Boy Scouts of America in varying roles. Some of these roles were as follows: Den Leader, Pack Trainer, Camp Commissioner, Unit Commisioner, Assistant Council Commissioner, Scoutmaster Trainer, District Roundtable Commissioner, Merrit Badge Counselor, Lifeguard for River in Camp, Camp Director, Training program contect creator and Flight to First Resident Camp Director and more.	Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart. As someone who was employed by one of the local school districts, I witnessed first hand the disparaties and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in ermgency foster care once I was removed from my home due to harm that was occuring there as well. These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.	Actually is the same as the above. Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart. As someone who was employed by one of the local school districts, I witnessed first hand the disparaties and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in ermgency foster care once I was removed from my home due to harm that was occuring there as well. These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.

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14	Mason, Vincent	N/A	Redwood City	N/A	Physician/Physician	Howard University, BS Zoology; UAB School of Medicine, MD; Cincinnati Children's Hospital, Internship/Residency; CA License; Adolescent Medicine Fellowship UCSD	Included in CV	I am interested in health and wellness via a holistic approach to well being. The African American Holistic Wellness Hub Steering Committee appears to be a good place to build community bringing together multiple disciplines to help in the betterment of all within Contra Costa. My expectation is by building a space of psychological wellness, The African American Holistic Wellness Hub Steering Committee can be a blue print for other counties throughout California and the US.	I have included a copy of my CV
15	Miller Evans, Janet	D. 2	Danville	D. 2	Self Employed	University of Tennesses, Master of Public Administration; University of Tennessses, BS; Danville business license	Alamo Municipal Advisory Board; Alamo Roads Committee; Alamo P2B Committee	I am enthusiastic about joining the Contra Costa County African American Holistic Wellness Hub Steering Committee due to my deep commitment to fostering comprehensive well-being for all. With my background in coaching and a passion for community empowerment, I am dedicated to contributing my skills and insights to this pivotal initiative. The holistic wellness approach aligns seamlessly with my belief in addressing health from a multidimensional perspective mind, body, and spirit. I recognize the significance of tailored wellness strategies acknowledging cultural nuances and am eager to collaborate on crafting innovative solutions that resonate with African-American individuals. Joining the Steering Committee would provide me with a platform to advocate for accessible, holistic wellness resources, mainly focusing on marginalized populations. Ultimately, my aspiration to be part of the African American Holistic Wellness Hub Steering Committee is driven by a genuine desire to uplift and empower our community. By collaborating with like-minded individuals, I am confident in our ability to facilitate lasting, positive change in the lives of African Americans through holistic well-being practices that nurture both the individual and the collective spirit.	Through my prior involvement on community service advisory boards and committees, I have witnessed the transformative impact of inclusivity and collaboration on individuals' lives, underscoring their potential to drive positive change within our community. I have served as an inaugural Alamo Municipal Advisory Council member on the Roads and P2B committees. My leadership and project management experience equips me to contribute to strategic planning and effective execution of initiatives that amplify the reach and success of the Wellness Hub. I am also committed to fostering a pace that encourages diverse voices and perspectives, recognizing that holistic wellness is enriched by cultural diversity.
16	Moore, Rohana	D. 5	Antioch	D. 4	CA Department of Rehabilitation	U.C. Berkeley Extension, Human Resources Management	Genesis Church: Food outreach ministry serving those experiencing food insecurity. Annual Community Support Month at Wells Fargo 2003 - 2021 (Socks and Undergarment fundraiser for the unhoused, the Crayon initiative, Cards for Kids	I am interested in serving on this particular board to offer recommendations of holistic and mental health needs from the perspective of a Contra Costa]County (and more specifically an Antioch CA) resident. As a resident of the 94509 area code, District 5 of Contra Costa County for nearly 2 decades, I would like to advocate for holistic wellness and accessibility and nurturing of our community.	I have successfully experienced holistic wellness support and resources provided by bay area recreation centers of the 1980's. I have had the benefit of accessing resources committed to mental health well being and understand what access and resources may include. My HR training and leadership experience from previous positions have prepared me to consider self awareness in leadership and communication. My previous role as a call center supervisor (18 years) has trained me to develop and coach a diverse audience from the Silent Generation to Generation Z, to respect people of all abilities, and to advocate equal treatment for everyone.
17	Roberts, Conrad	D. 1	Richmond	D. 1	WardBoy Project Foundtion/ Executive Director	Arizona State University, Communication and Sociology	Certificate of Special Supervision Recognition Community Volunteer Appreciation, for Believe In What You Dream Foundation, Dream Weaver Academy	As a resident of CCC, Richmond I have seen my community face many challenges and disparities with diversity, inclusion, belonging, racial equity, and social justice. As a member of African American Holistic Wellness Hub, my mission, vision and goal would be to support, heal, and empower the community of CCC by addressing the prevalent systemic harms, inequities, and racial disparities experienced. These disparities are rooted in historical and ongoing systemic injustices, resulting in limited access to quality healthcare, educational opportunities, economic resources, and other esstential services. By conducting a comprehensive feasibility study and engaging the community extensively, my initiative will seek to ensure the community voice is represented throughout the process and outcomes are beneficial for everyone.	As the Executive Director at WardBoy Project, I lead a team of Program Executives, Coordinators, and Specialists, under the guidance of the Executive Board, to oversee contract auditing and drive resolution for CCC quality improvements. I have over 10 years of experience in developing and executing key growth strategies in various industries and sectors, including mental health, advocacy, and education. My core competencies include program management, partnership development, and creative direction. I leverage my skills and expertise to foster and cultivate strong relationships with partners, donors, and sponsors, and to contribute to the ongoing discussions and decisions of the Executive Board and the advisory committees. My mission is to create positive imapct and value for the communities and organizations I serve.

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18	Shelly, Antonio	D. 3	Discovery Bay	N/A		Los Medanos College; American Career College; Navy Nuclear Engineering		There are immediate vacancies on all the committees that I'm applying to. I want to get involved in community government to understand where our tax dollars are going and what programs are available to residents.	Resume attached
19	Sheppard, Torean	D. 3	Brentwood	N/A	Project Controller	Tarleton State University, Maters Business Administration; Tarleton State University, Bachelors in Accounting; CD&R Management Training cert.		I would like to be apart of this commmitte to help change the dispearties in the African American community and youth. I believe many of the youth are left without assistance for growth. I would like to be apart of a committe pushing the agenda for chagne and helping lower income children.	(None provided. Resume included.)
20	Sims, Taylor	D. 5	Pittsburg	D. 1	RCF Connects/Program Director	San Francisco State, MA Education-Equity; San Francisco State, BA Sociology		A wellness HUB for African American Contra Costa county is very needed in our county. Black people are facing a lot and having a centralized HUB for support, healing, resources, and opportunities is powerful to create lasting change for our African American population. As you can see from my job and elected position, I am unapologetically Black and unapologetically an advocate for Black/African American people. I am dedicated to making change for our Black population and would love to continue to do so when accepted onto this board.	As the Director of the Equity of Black Women and Girls Initiative powered by RCF Connects, I am passionate about the overall wellbeing of Black/African American people. I am also on the Pittsburg School Board pushing for more programming for Black/African American scholars within our district.
21	Smith, Jacqueline	unspecified	unspecified	*unspecified*	Family and Community Partnerships & Home Based Coordinator	Cal State East Bay, BA Sociology, minor Woman Studies; CORO Women in Leadership, Circle of Security, Cert.; Abriendo Puertas/Opening Doors, PITC, HOVRS, TLC, Cert.	The Local Planning and Advisory Council for Early Care and Education	I would like to serve on this committee because I have an invested interest in ensuring the well-being of my community. I intend to be a valuable member with high-quality contributions and a strength-based approach. After surviving a pandemic and experiencing long lasting repercussions, I have seen the need to support the African American community at another level. In my many travels and life experiences, it is with much sadness that I still see such a disparity of services and opportunities for the African American community. It would be my honor and privilege to participate in a collective that is looking for a solution rather than continuing to share only the problems.	My qualifications include: Over 20 years of social service in Contra Costa County, I have occupied a seat on the steering committee for The Monument Impact Measure J free shuttle, I have taken part in the ORESJ focus group discussions, as well as supporting the participation in the focus groups with my consumers and colleagues. I also bring personal life experiences living as a Black Woman as I navigate life in general. I am a facilitator and mentor to African American youth in my professional and personal capacity as well. I am also on the steering committee for Faith Based Leaders in the Bayview Hunter's Point district in San Francisco, CA.
22	Wade, La Tausha	D. 5	Antioch	"East"	Anxious4What Life Coaching	Fowler International University, Life Coaching Cert.; Los Medanos College, Actively Enrolled- Liberal Arts; UC Berkeley, Motivational Interviewing Cert.; State of CA Traume Rape Crisis Cert.; Triple P Positive Parenting, Cert.	Fellowship Chuch BAWAR - Bay Area Women Against Rape Antioch Unified School District	I have been a leader in Contra Costa East County for 23 years and have served in various capacities in collaboration with local non profits including Lincoln Families Child Mental Health, Park Middle School, Fellowship Church and the Lynn Center to note a few. I am family and community oriented and I about able to approach conflict, obstacles and issues with a trauma informed apprach. I am also a tax paying homeowner since 2000 and have seen the changes and challenges that our community faces. Prior to Life Coaching I owned Little Treasures Christian Daycare and Preschool, we served hundreds of children over a 12 year spand in partnership and collaboration with First 5, Healthy Start and the Welfare to Work Program. I am the mother of five amazing yound adult and have experience in navigating change and promoting humanity love in our current political climate. More can be learned about me at: www.Anxious4What.com	I will attach my resume. You can also learm more about me at www.Anxious4What.com. Thank you for your considetation.

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
23	Young, Patt	D. 5	Pittsburg	N/A	Senior Health Educator Specialist	Mills College, BA English	I served as a Director on the Los Medanos Community Heathcare Board, Commissioner for City of Pittsburg Community Advisory Commission and Director for Contra Costa Water District Board	My career has focused on the social determinants of health and the impact on health outcomes. As a Program Manager for Fetal Infant Mortality Review (FIMR) program I have extensive experience in research that illustrates the impact of race and ethnicity on health outcomes. It is well documented that African Americans and Native Americans have poor health outcomes including high rates of infant mortality based on historical disenfranchisement. I believe it is imperative the members of these groups are informed on how their race and ethnicity impacts their health and the importance of receiving culturally credible healthcare can impact outcomes. We have extensive data supporting the inequities in treatment, we are long overdue in designing and implementing systems of care that put into practice what we have learned from decades of data collection. I have an understanding of what is necessary to close gaps in outcomes and implement change.	Thirty plus years of collecting, reviewing date and implementing programs in Alameda and Contra Costa counties and as Coordinator for State of California Fetal Infant Mortality Review (FIMR) Training and Technical Support Program makes me an excellent candidate. I am acutely aware of the necessity of building social capital in those communities that remain disenfranchised with corresponding health inequities that underscore the need for change and innovation in the way African Americans receive healthcare. I also provided training on a national level in gathering data directly from community members to use as foundation for systemic changes aimed at reducing infant mortality a key indicator of a community's health. This was accomplished while working for the National Fetal Infant Mortality Review (NFIMR). Unfortunately due to lack of consistent community change inequities in health outcomes persist; hopefully this feasibility study can make long overdue changes to the delivery of care to African Americans.
24	Harrison, Zelon	D. 1	Richmond	N/A	THE BLACK PARENTS RESOURSE CENTER/ Ex. Derictor	American River Collgeg, Early Childhood development/Psychology		As the Executive Director of the Black Parents Resource Center, my passion for and commitment to serving Black and African American families in the (West Contra Costa) runs deep. I firmly believe that to create positive and lasting change within our community, active participation in the relevant board, committee, or commission is essential. Here's why I am eager to serve on this particular board, committee, or commission:A significant aspect of my work involves serving as a skilled facilitator for parent workshops and groups, particularly among the Black/AA population. This experience has honed my ability to empower and educate parents and caregivers in life skills management and education planning. I view this as a fundamental component of community empowerment and development.I am proficient in developing and nurturing collaborations with other service providers to enhance the quality and reach of services available to our target population. my desire to serve on this board, committee, or commission is driven by a deep-seated commitment to improving the lives of Black and African American families in the WCCUSD and community. My hands-on experience, advocacy skills, collaborative spirit, and resource development capabilities position me to be an effective advocate for our community's needs and aspirations. I believe that by actively participating in this capacity, I can contribute significantly to the betterment of our community and the achievement of its long-term goals.	I have boasts over two decades of dedicated experience as a family advocate, adept facilitator, and resource development expert. In my present capacity, I serves as the ED and Co-Founder of “The Black Parents ResourSe Center”, a pivotal platform providing essential resources to Black/AA families within the West Contra Costa Unified School District (WCCUSD). Furthermore, I am an influential figure within the West Contra Costa School district, contributing significantly as a Black parent leader and a resolute advocate for narrowing the achievement gap among Black students. My exceptional involvement includes serving as the Co-Chair of the district's DLCAP and pioneering the role of Chair for the African American Site Advisory Team (AASAT) in 2018. Under my visionary leadership, a ground-breaking resolution 46-1920 was conceived and endorsed by the Board of education to effectively address the achievement gap within the district. This landmark resolution allocated a substantial $7.2 million to support its implementation. As Chair of AASAT, I spearheaded collaborations with various stakeholders, fostering the creation of essential groups like the (COE) Council of Elders, (BEN) Black Educator Network, and (WCCPLC) West Contra Costa Parent Leadership Council.

Residence		Employment	
District 1	6	District 1	7
District 2	2	District 2	1
District 3	7	District 3	1
District 4	0	District 4	1
District 5	5	District 5	1
N/A	4	N/A or Unspe	13
	24		24

Applicants for District 4 Seat on Steering Committee for African American Holistic Wellness Hub Feasibility Study

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
1	Blum, Vanessa	D. 4	Pleasant Hill	N/A	Marin County	UCLA, BA Psychology & African American Studies; Duke University, PhD, Clinical Psychology; Licensed Clinical Psychologist	Board of Directors Rainbow Community Center (2017 – 2019), Civic Action Commission City of Pleasant Hill (2019 – 2021)	Advancing equity, inclusion, and belonging has been at the center of my professional and community endeavors. The first decade of my career was spent researching the effects of racism. Specifically, investigating the relations between racism and mental health among adolescent African American males as the Principal Investigator on a grant funded by the National Institute of Mental Health. During this time I was also a member of the American Psychological Association's Presidential Virtual Working Group on Prejudice and Discrimination, the Committee on Diversity and Equity at the University of California, Santa Barbara, and the Los Angeles Unified School District's Disproportionality Advisory/Action Group. In my former position as the suicide prevention specialist at Contra Costa County Behavioral Health Services I provided treatment that was healing-centered and culturally-responsive. During this time I was also a member of the African American Workgroup for the Know the Signs Suicide Prevention Campaign which gave feedback on the development of suicide prevention materials for the African American community. I was a member of Contra Costa Behavioral Health Services Reducing Health Disparities Workgroup and Contra Costa Health Services Race, Bias, Trauma, and Equity Subcommittee. Additionally, I provided trainings on suicide prevention and on LGBTQ+ affirming services in multiple venues for diverse audiences. As a former Clinical Director of community-based organizations in Contra Costa I am keenly aware of the needs of residents, specifically	Curriculum Vitae attached.
2	Coleman, Dr. Karen	D. 3	Antioch	N/A		University of Phoenix, Doctorate in Business; San Francisco State, BSN/Nursing; Holy Names University, MSN/MBA, Nursing/Business.		Support and work on Health Disparities	I have over 30 years experience in nursing, healthcare management, and education. In my experience with patients, I have noticed the increase in demand for patient care with an emphasis on mental healthcare. I am pursuing my Psychiatric-Mental Health Nurse Practitioner degree to help improve health disparities

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
3	Davis, Wanda	N/A	Oakland	D. 4	First 5 Contra Costa	UC Irvine, BA Soical Ecologloy; UC Berkeley, Master Social Welfare (MSW); Trauma Informed Trainer; Facilitator Certification	Perinatal Equity Community Advisory Board, Center For The Vulnerable Child Community Advisory Board,	I would like to serve on this board as its purpose to create community driven spaces that welcome,support, heal,and empower Black people makes me happy. I want to contribute to this effort. As an African American woman I have experience racism, microaggression and been subjugated. As a wife and mother I have seen the toxicity of white supremacy on my family. I know the importance of safe spaces that promote health and wellbeing to counteract oppressive and systematic harm. While I do not live in Contra Costa my whole professional career has been firmly planted here from its beginning. I have been in homes all across this county helping to empower those I serve and to provide equitable access to its resources. The opportunity to give input and to collaborate with others to develop African American Wellness hub(s) that are culturally relevant and reflect the needs and interest of the Black Community is something I want to be part of. I hope you will select my applicant so I may do so.	I feel my combination of skills and experiences make me uniquely qualified to serve on this board. I have worked in the Contra Costa Community for over 35 years,starting my career as a social worker in west county. I have received training from Dr. Ken Hardy and Dr. Melanie Tervalon on racial bias, racial equity, cultural humility and healing practices. Currently, as the First 5 Early Intervention Program Officer I have co-developed a trauma and resiliency fellowship training and curriculum for early childhood providers that focuses on wellness. Additionally I have overseen two ACEs grants which centered on building our community's capacity to embedded trauma informed practices within organizations to advance culturally responsive healing systems of care. I have worked with a diverse range of African Americans (children, youth, families, and adult)with varied experiences and backgrounds and can add my own personal experience with racial disparities within systems to this wealth of knowledge. I serve on the steering committee of First 5's Ready Kids East County initiative working with African American parents to recognize and intervene in polices and practice that impede academic success for black children. I am a certified facilitator and I am comfortable with conflict. I value diverse prospectives and am a good listener. I chair the Early Childhood Prevention and Intervention Coalition which promotes and advocates for mental health services that support the emotional well being of young children and their families. I am a member of the Family Violence Prevention Coalition steering committee that utilizes prevention strategies to promote safe and healing communities. Both my personal and professional interest align with the African American Holistic Wellness Hub in creating nurturing and caring environments that are specifically designed to empower African American people.
4	Ford, CheRonn	D. 3	Antioch	N/A	*unspecified*	University of Pheonix, Masters in Psychology		I would like to serve on the African American Holistic Wellness Hub Steering Committee because I believe in the requirenment from the community to have a wellness center that focus on the specific needs of African American's in Contra Costa County As a victim of violence, it is important to me that my voice be respresented.	See resume.
5	Frost, Cesley	D. 4	Concord	N/A	Alameda County	University of CA Berkeley, BA; Western Governor's University, MS.	North Valley Military Institute founding Board Member 2009-2023 Ygnacio Valley Christian School Board Member 2019-2023	I have served as a school Administrator for 14 years and currently serve as a policy advisor in Alameda County. I believe that my service will support the work that is needed to implement a wellness hub in Contra Costa County	See resume.
6	Johnson, Correen	D. 3	Brentwood	D. 4	Rainbow Community Center	Los Medanos College, Sociology		Being a queer black woman who works with transitional aged youth (TAY) I would love the opportunity to continue to support and serve some of our most marginalized community members.	Being a queer, black, big bodied woman has given me a different perspective that has allowed me to look at the world through a different lens and an understanding of the importance of diversity, equity, inclusion and belonging in the wellness of community members.
7	Klade, Kathryn	D. 3	Antioch	N/A		Diablo Valley College, Psychology; Contra Costa College, Psychology; CA Institute of Integral Studies, Integral Studies.		Because I use to work for CCC Mental Health (PED, OCE and was a TA) in the SPIRIT Training. Antioch AA culture have been left out as far as having healing and support on a cultural level and because of that we need wellness that fits our culture.	I am AA. I worked for CCCMH and I was apart of the Diversity Committee. I had a mentally ill son who was a victim of Antioch Polices. The late Mulad R. Baldwin and who was denied mental health services too.
8	May, Leslie	D. 5	Antioch	D. 5	Community Violence Solutions, Mental Health Therapist	John F. Kennedy University, MASTER OF ARTS/PSYCHOLOGY; CSUEB, MASTER OF ARTS/PUBLIC ADMINISTRATION and MASTER OF ARTS HEALTH CARE ADMINISTRATION; CSEC/CSEA TRAINING; TRAUMA INFORMED CARE; AMFT	Mental Health Commission; Past Commissioner of the Human Services Advisory Board; City of Livermore Past Commissioner of EOPS/CARE Advisory Board Member, Chabot-Las Positas College District	I have been a resident of Antioch, CA., since 2017. I have been involved in community work since I arrived, as a commissioner on the mental health commission, a member of an organization recently created Reimagine Antioch, I have been actively supporting numerous community-based organizations in this county and have advocated for a commission focusing on equality and justice for African Americans in this county. This opportunity would enable me to be part of a committee that is focused on advancing equity and racial justice for all people of color, historically underserved, marginalized, and adversely affected by inequality through systemic racism.	My qualifications include advanced education in public administration and policy; I have advance training in psychology, and I am an AMFT (Associate Marriage Family Therapist) working in the City of Antioch, delivering services to individuals and families who are in crisis from the trauma of sexual assault and/or sex trafficking; I have been active throughout the county listening to the needs and desires of community members, and I have a passion for this work as a trained outreach

	Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
9	McGowan, Mark	D. 2	Danville	N/A	Empower Retirement	University of Illinois Urbana, Communications/Econ; University of Missouri St. Louis, Clinical Counseling; Series 6, 63 Insurance. Former Series 7, AIF; Accredited Investment Fiduciary	YMCA volunteer, Church on the Rock - Youth Mentor, Revitalize Englewood (Chicago) - Facilitator, Diablo Valley Black Men's Group - Acting Treasurer, Greene Scholars - Parent Facilitator.	Thank you for your consideration. I have lived in the Bay Area for 6 years. My connections to the community have primarily been with Contra Costa and Alameda Counties. I understand the challenges of being an African American in this community, in addition to having an understanding of the full spectrum of the Black American experience. I believe my professional background, perspective and leadership would provide great value to any initiatives that come from this committee.	In my current role I lead/participate in fiduciary committee meetings with Bay Area C- Level executives, and provide consulting on financial/retirement goals. Over my professional career, I have led corporate wide initiatives which involved collaborating with various stakeholders to implement strategies. I have experience working with community initiatives focused on economic development and working directly as a teacher and mentor. My goal is to use my knowledge to impact the area and black community in a lasting positive way.
10	Tate, Contesa	D. 5	Pittsburg	D. 5	Felton Institute, Program Director	University of California Davis, BA Psychology and BA African/ African American Studies; Argosy University, MA Counseling Psychology MFT; amft		I would like to serve on the Contra Costa Council on Homelessness, Ad Hoc African American Holistic Wellness Hub Steering Committee and Mental Health Commission because I have an interest in servicing the needs of community members experiencing or at risk of experiencing homelessness, provide solutions to increase access to quality services for individuals with mental health challenges/ dual diagnosis. I also have experience and am interested in addressing all issues that impact the African American community members from accessing cultural competent, quality care to address their overall well being.	I have an extensive experience in the field of outreach, counseling and therapy and advocates for mental and social development. I lead and organize empowerment programs, self sufficiency workshops as well as topic specific trainings to empower individuals to have confidence in achieving their spiritual, educational, wellness and recovery goals. I have years of experience in working with At Risk populations and helped individuals who were unhoused, have severe mental illness and dual diagnosis, justice involved, and have low Socioeconomic status . I've served as a housing coordinator and case manager for brookside and concord shelter and have provided homeless navigation services for veterans in the Concord respite center. I've provided therapy services in Contra Costa County for Persistent Mentally Ill transitional aged youth under the Fred Finch non profit and have provided Child and Family therapy with Early Childhood Mental Health Program (ECMHP). I've also provided Assessment, Diagnosis and Therapy for Homeless mental health clients in Sonoma County under the Bay Area Community Services (BACS) non profit. I've served as the Program Director at the Greater Richmond Interfaith Program where I managed the West Contra Costa Warming Center, Care Center and managed the case management and outreach teams of the Family Shelter and Soup Kitchen. I've also written and acquired grants to help fund non profits programs and to acquire the Courtyard Marriot contracts to run a homeless and housing placement for unhoused guest during the pandemic. I've written and managed grants, provided program development, marketing strategy and consulting for NAACP Richmond Branch and local non profits and small businesses. I currently am the Program Director of Felton Institutes , AQCRT crisis response team which provides 24/7 community response to low level, mental health related, non life threatening 911 calls in the City of Antioch. With

Residence		Employment	
District 1	0	District 1	0
District 2	1	District 2	0
District 3	4	District 3	0
District 4	2	District 4	2
District 5	2	District 5	2
N/A	1	N/A or Unspe	6
	10		10

Contra Costa County

Print Form

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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 Chinue | **Middle Initial** | **Last Name** Fields

Home Address - Street | **City** Pinole | **State** CA | **Postal Code** 94564

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 1

Current Employer Urban Tilth - Director of HEAL Programs | **Job Title** Urban Tilth - Director of HEAL Programs | **Length of Employment** 2.5 years

How long have you lived or worked in Contra Costa County? 15 years

Board, Committee, or Commission African American Holistic Wellness Hub Steering Committee | **Seat Name**

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
Cal Poly State, San Luis Obispo	Architecture & Environmental Design	☐ Yes	☑ No
San Francisco State, San Francisco	Visual Communication	☑ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:	Certificate Awarded for Training?	
NASM Fitness Nutrition Specialist	☑ Yes	☐ No
NASM Personal Trainer	☑ Yes	☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☑ Yes ☐ No

If Yes, please explain: I have a full-time job but a higher than usual level of flexibility in my schedule.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

I have fairly recently found my place within my local Black communities. Working in North Richmond, I've developed a deeper sense of care for and pride in serving my people. We have very few spaces that are for us. And I believe that sets us back when it comes to our collective healing. I spent many years learning to advocate for myself, and with that empowerment came a drive to advocate for others. Especially those who have been silenced. It would be my honor and pleasure to engage the community and make certain their voices are heard.

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

I have many years of experience volunteering and supporting community organizations and events. I also currently serve on the North Richmond Community Advisory Committee. As a Black queer woman living with MS, I am proud to do everything in my power to uplift disparaged people and communities. I have a profound understanding of the importance of holistic healing and it's been a key goal of mine to help others develop that sense of awareness. I am outspoken when it comes to justice and making others feel like they belong and matter. My work is rooted in service.

I am including my resume with this application:

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

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

As part of my former catering business, I had a Community Service Program where we donated meals, groceries, and essential supplies to at-risk communities. I have volunteered at various programs including tutoring at the Pinole Youth Center, food distribution at the Pinole Senior Center, after school support at the Hercules Library, Black Pride in Oakland, Richmond Rainbow Pride, San Francisco LGBT Center Youth Program, and the Whole Foods Community Kitchen. I also regularly volunteer to support social rides for several biking groups and coastal or park cleanups.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

THIS FORM IS A PUBLIC DOCUMENT

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Chinue Fields **Date:** 8/23/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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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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.

CHINUE FIELDS

[redacted]

PROFILE

Ambitious leader with 11+ years experience in food and social justice-forward business development looking for the opportunity to learn, grow, inspire, and be inspired by radical, mission-driven work.

EXPERIENCE

OPERATIONS & FACILITIES MANAGER, URBAN TILTH; RICHMOND, CA – 2021–PRESENT

Implement new fleet maintenance, safety, and asset management policies and procedures. Manage facilities and vendor contracts. Maintain HR documents and familiarity with programs and events. Support HEAL program teams with weekly operations. Enact and administer workplace wellness program. Research and develop recommendations for upgraded security systems, communications systems, and off-site facilities infrastructure. Assist in the maintenance of updated operational certifications, licenses, and permits. Provide accurate and timely information to staff and the public. Participate in and represent Urban Tilth at local community activities and events.

FOUNDER & DIRECTOR, EAT SUITE; RICHMOND, CA – 2013–2021

Worked with food business development program manager to create and execute business plan. Developed and led nutrition coaching programs for individuals, families and groups. Wrote recipes for produce suppliers. Onboarded, trained, and mentored staff. Established and maintained dynamic relationships with local produce and meat suppliers as well as fitness and wellness facilities. Designed menus and provided full service catering for cultural, corporate and private events. Composed weekly newsletter and managed social media accounts. Built and facilitated workplace nutrition and fitness challenges for local businesses. Engaged local youth by leading summer school cooking classes. Supported BIPOC, disabled, elderly and LGBTQ+ local communities by creating and implementing service programs. Sought out and participated in continued education opportunities.

MEDIA & SALES DIRECTOR, THE QUEER GYM; OAKLAND, CA – 2011–2013

Branded company for marketing relaunch. Established and implemented promotional strategy programming. Created operations manual. Onboarded staff and managed staff schedules. Facilitated weekly staff meetings and monthly trainings. Managed customer service and memberships. Reported to and worked with finance team on a quarterly basis to analyze profit & loss statements and create growth plans. Administered all public and private events, regulated community engagement, and represented the business at social networking events.

EDUCATION & TRAINING

Trauma-Informed Leadership; Dr. Jei Africa – 2022

Value-Added Product Webinar Series for Farmers; CAFF – 2022

Trauma and Mental Health First Aid: Youth Development; Dr. Crystallee Crain – 2022

Food Protection Manager; ServSafe – 2022

CHINUE FIELDS

2806 Wright Avenue, Pinole, CA (510) 806-8944 chinue@gmail.com

Preventing Workplace Harassment; Emtrain – 2022

California Child Abuse Mandated Reporter; CDSS – 2022

Adult and Pediatric CPR & First-Aid; Bay Area CPR – 2022

School of Political Leadership; HEAL Food Alliance – 2022

Coaching the Van Driver 4 & Defensive Driving; Coaching Systems – 2022

Tamarindos Farm-To-Table Cooking Workshop Series; Los Cabos, Mexico – 2019

California Small Business Development Seminar; California BOE – 2016

Food Business Development Training Program; Kitchen@812, San Pablo, CA – 2016

Bachelor of Arts in Visual Communication; San Francisco State University – 2010

College of Architecture and Environmental Design; California Polytechnic State University San Luis Obispo – 2006

ACHIEVEMENTS

Published in People Magazine – 2017

Published in Cooking Light Magazine – 2017

Published in the Monterey County Weekly – 2016

Published in the Richmond Standard – 2016

Published in Kaiser's #HealthIsTheNewBlack Campaign – 2015

Published in the 10 Pounds Off Paleo DIET Book – 2015

Self-Published Two Recipe Ebooks – 2013-2015

Published in the 30 Day Guide to Paleo Cooking – 2013

ADVOCACY

Rich City Rays Kayaktivist; Richmond, CA – 2022 - Present

Eat Suite Community Services; Bay Area, CA – 2017-2021

C.O.O.K. Alliance Policy Committee Member; Bay Area, CA – 2016-2021

SF LGBT Center Youth Program; San Francisco, CA – 2017-2020

Cinnamon & Spice Holiday Market; Richmond, CA – 2017

The Well for Black Healing; Berkeley, CA – 2016

NOTAFLOF Collective Community Salon & Artspace; Oakland, CA – 2016

Whole Foods Community Kitchen; Oakland, CA – 2016

Wild Idea Buffalo Co and Tara Firma Farms; San Pablo, CA – 2016

Contra Costa County

LATE APPLICATION

Print Form

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Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name ZELON | **Middle Initial** | **Last Name** HARRISON

Home Address - Street | **City** RICHMOND | **State** CA | **Postal Code**

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): N/A District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 1

Current Employer THE BLACK PARENTS RESOURSE CENTER | **Job Title** EX. DERICTOR | **Length of Employment** 3YEARS

How long have you lived or worked in Contra Costa County? 8 YEARS

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

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded
AMERICAN RIVER COLLGEG	Early Childhood development /Psychololgy	☐ Yes ☑ No
		☐ Yes ☐ No
		☐ Yes ☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

As the Executive Director of the Black Parents Resource Center, my passion for and commitment to serving Black and African American families in the (West Contra Costa) runs deep. I firmly believe that to create positive and lasting change within our community, active participation in the relevant board, committee, or commission is essential. Here's why I am eager to serve on this particular board, committee, or commission:A significant aspect of my work involves serving as a skilled facilitator for parent workshops and groups, particularly among the Black/AA population. This experience has honed my ability to empower and educate parents and caregivers in life skills management and education planning. I view this as a fundamental component of community empowerment and development.I am proficient in developing and nurturing collaborations with other service providers to enhance the quality and reach of services available to our target population. my desire to serve on this board, committee, or commission is driven by a deep-seated commitment to improving the lives of Black and African American families in the WCCUSD and community. My hands-on experience, advocacy skills, collaborative spirit, and resource development capabilities position me to be an effective advocate for our community's needs and aspirations. I believe that by actively participating in this capacity, I can contribute significantly to the betterment of our community and the achievement of its long-term goals.

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

I have boasts over two decades of dedicated experience as a family advocate, adept facilitator, and resource development expert. In my present capacity, I serves as the ED and Co-Founder of " The Black Parents ResourSe Center ", a pivotal platform providing essential resources to Black/AA families within the West Contra Costa Unified School District (WCCUSD). Furthermore, I am an influential figure within the West Contra Costa School district, contributing significantly as a Black parent leader and a resolute advocate for narrowing the achievement gap among Black students. My exceptional involvement includes serving as the Co-Chair of the district's DLCAP and pioneering the role of Chair for the African American Site Advisory Team (AASAT) in 2018. Under my visionary leadership, a ground-breaking resolution 46-1920 was conceived and endorsed by the Board of education to effectively address the achievement gap within the district. This landmark resolution allocated a substantial $7.2 million to support its implementation. As Chair of AASAT, I spearheaded collaborations with various stakeholders, fostering the creation of essential groups like the (COE) Council of Elders, (BEN) Black Educator Network, and (WCCPLC) West Contra Costa Parent Leadership Council.

I am including my resume with this application:

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

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 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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ **Date:** 9/13/2023

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[redacted] × [redacted]

ZELON A. HARRISON

SUMMARY OF QUALIFICATIONS

- ***Director:*** *of The Black Parents Resourse Center*

  Parent Engagement Director providing serves to Black/AA families in WCCUSD

  Coordinator: Coordinate and facilitate programs and project development for high-risk families, including program and project monitoring and evaluation. Advocate: Skilled facilitator for parent workshops and groups from a diverse population, specializing in life skills management and education planning. Collaborator: Proficient in developing and collaborating with other service providers to improve services to the target population. Facilitated meeting and community outreach to develop partnership with community service providers. Resource Development: Develop, facilitate and maintain liaisons with other agencies including social services, mental health, prenatal care providers, criminal justice and educational institutions.

- ***Instructor:*** Facilitate Talks, Support and Skill-building Groups, Family Fun/Play Events, Targeted Workshops and Consultations for small and large groups of Training Instructors and parents.
- **Coordinator:** Coordinate and facilitate programs and project development for high-risk families, including program and project monitoring and evaluation.
- **Advocate:** Skilled facilitator for parent workshops and groups from a diverse population, specializing in life skills management and education planning.
- **Collaborator:** Proficient in developing and collaborating with other service providers to improve services to the target population. Facilitated meeting and community outreach to develop partnership with community service providers.
- **Resource Development:** Develop, facilitate and maintain liaisons with other agencies including social services, mental health, prenatal care providers, criminal justice and educational institutions.
- **Counselor:** Proficient in working with multi-cultural and diverse populations in intensive and crisis situation providing youth development and leadership skills. Facilitate Parenting, Life Skills and Anger Management Classes for youth and families.
- ***Case Management:*** Case manager, averaging 40+ cases including home visitation, providing update assessments, exit strategy and service plan with a 98% success rate. Developed, implemented and maintained case files. Collaborated with other agencies to expand service opportunities. Facilitated Life Skill Classes, Father Involvement Program, Block Parent Program, Community Baby Shower, Operation Graduation, the Planned Parenting Program and the Prenatal Services Program.
- **Administrative:** Manage and operate a small business for family services. Create and maintain information and forms for various programs and project including providing statistical data and reports on outcome. Working knowledge of Microsoft Office.

CERTIFICATIONS

HAND IN HAND Certification, Palo Alto, CA **Patty Wipfler, CEO-Instructor**

2014: Parenting by Connection Certified Instructor – Teaching parents and care givers essential tools for parenting, Setting Limits, Special Time, Stay-Listening, Play-Listening, and Listening Partnerships.

SENECA CENTER Training Dept, Oakland, CA **Covenant House**

2011: Youth Focus Training Courses – CPR/First Aid, Separation and Loss Issues with Foster Youth, Communicating with Youth, Applying Inner Life Skills with At-Risk Youth

PARENT PROJECT, Sacramento, CA **Susan Mejia Johnson and Ralph Fly, Instructors**

2006: 40-hour Training Course - How to facilitate parents to prevent (or stop) children from substance abuse and How to improve parent-child communication and relationshipsld

THE BABY SIGN FOR ICIS, Sacramento, CA **Michelle Cromeenes, District Manager-Instructor**
2005: Certification program for independent instructors for Baby Sign.

INFANT MASSAGE FOR INSTRUCTOR, Sacramento, CA **Suzanne Reese, Instructor**
2005: Infant Massage program for babies 0 to 3 for independent instructors

SACRAMENTO COUNTY, Sacramento, CA **AmeriCorp/MAN Program**
1997 ~ 2006: Family Service training courses: *Drug and Alcohol I and II, Man-dated Reporting, Diagnosis of Abuse, Healthy Families,* Family Strategies and Cultural Diversity

OAKLAND FOSTER CARE, Oakland, CA **Ron Johnson, Facilitator**
1999: Rites of Passage: Train the trainers in facilitating high risk youth with life skills

BIRTH & BONDING INT'L, Berkeley, CA **Sharon Ledbetter, Instructor**
1994: Certified Childbirth Educator and Birth Assistant. Doula Support and Doula Companion and Educator

KAISER HOSPITAL, Oakland, CA **Penny Simkin and Shelly Sella, Instructors**
1994: Completed an 8-week "East Bay Doula Training."
1992: Completed a 15-hour "Labor Support/Doula Workshop."

PROFESSIONAL EXPERIENCE

EAST OAKLAND COMMUNITY PROJECT 03/2014 to Present
Kim Parish, Shelter Services Director (510) 532-3211
SSVF Case Manager: Responsible for provision housing stabilization services to homeless veteran households assisted through the Supportive Service for Veterans Families (SSVF) Program, including locating housing units, working closely with landlords, collaborating with service providers, the VA and providing general housing support to ensure that homeless veteran households are able to secure and maintain housing. All households receive social services in a case management model.

HAND IN HAND, Palo Alto, CA **09/2011 to Present**
Patty Wipfler, CEO (650) 322-5323
Instructor: Facilitate Talks, Support and Skill-building Groups, Family Fun/Play Events, Targeted Workshops and Consultations for small and large groups of Training Instructors and parents. .

COVENANT HOUSE, Oakland, CA **08/2007 to 07/2012**
Rebecca Profit, MFT Supervisor (415) 685-6947
Crisis Case Manager: Facilitate groups, provide crisis intervention, provide solution based and supportive counseling, provide needs assessments, develop case plans for all service clients, document face-to-face and collateral contacts in progress notes (client file), prepare and present case reviews, maintain communication with other agencies, make appropriate referrals, and transport clients.

RISE N SHINE DAY CARE, Sacramento, CA **09/2006 to 06/2007**
Rosetta Bolton, Supervisor (916) 419-0072
Infant Program Director Developed and trained parents on programs for the infant developmental curriculum including state and federal requirements for infant day care.

MUTUAL ASSISTANCE NETWORK, Sacramento, CA **11/1997 to 12/2006**

[redacted] × [redacted]

ZELON A. HARRISON

Carolyn Washington, Supervisor(916) 927-7694 x 205
Case Manager/In-Home Visitor: Provided in-home visitation and case management for a devise population, working with high-risk families and teen parents. Collaborated with outside agencies and multi-disciplinary teams; developing long-term partnership for additional client services. Participated and/or supported community events. Facilitated staff and clients various programs included *Life Skill Class, Father Involvement Program, Block Parent Program, Community Baby Shower, Operation Graduation, Planned Parenting and Prenatal Services*.

THE BIRTHING PROJECT, Sacramento, CA **Contracted: 2002**
Thema Bennett, Supervisor (916) 927-7694
Saturday Morning Salon: *Facilitated two 6-week sessions for teen girls ranging from 10 to 14 years of age on the topic "Teen Pregnancy Prevention through Building Mother and Daughter Relationship" including pre and post evaluations.*

WIND YOUTH CENTER, Sacramento, CA **10/2001 – 02/2002**
Lanett Lyon, Supervisor (510) 459-9399
Youth Counselor: Provided resources for homeless youth in a youth shelter environment. Assisted in preparing meals and providing transportation.

OAKLAND YOUTH SERVICES, Oakland, CA **Contracted 1995**
Parenting Classes: *Provided on going Parenting and Life Skills Classes to teen mothers in the Foster Care System. Provided resources and hands-on training*

KAISER HOSPITAL, Oakland, CA Contracted: 1993
Birth Assistant: *Teen Mother Specialist with a case load of 20+ youth providing in-home childbirth preparation and assisting them through the birth of their child, including post-natal visitation*

THE BIRTHING PROJECT, Sacramento, CA **Consultant – 1998 and 2002**
Saturday Morning Salon: Facilitated two 6-week sessions for teen girls on Teen Pregnancy Prevention through Building Mother and Daughter Relationship.
Doula Training: Provided a one-day training on labor support, birth plans and empowering birthing mothers.

OAKLAND YOUTH SERVICES, Oakland, CA Contracted - 1995
Parenting Classes: *Provided on going Parenting Classes and Life Skills to teen mothers in the Foster Care.*

LABOR COMPANION, Bay Area, CA **12/1985 to 12/1998**
Attended and assisted with over 120 births in Alameda and Sacramento County, providing one-on-one childbirth education and support to women and teens during their pregnancy, birth and postpartum period.

FOSTER PARENT, Bay Area, CA **10/1994 to 10/1999**
A foster parent of a 13-year-old pregnant teen mother. I assisted her on ways to parent and bond with her child. She has now graduated from high school, working and in her own place.

PROFESSIONAL REFERENCES

Jarekhkye Covarrubias, Shelter Manager - EOCP, Oakland, CA [redacted]
Patty Wipfler Founder and CEO Of Hand in Hand (Parenting By Connection), EPA, CA [redacted]
Ms. Rebecca Profit, Clinical Supervisor – Covenant House, Oakland, CA [redacted]

Contra Costa County

Print Form

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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 Sheryl | **Middle Initial** E | **Last Name** Lane

Home Address - Street [redacted] | **City** Richmond | **State** CA | **Postal Code** 94804

Primary Phone (best number to reach you) [redacted] | **Email Address** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 1

Current Employer FIERCE Advocates | **Job Title** FIERCE Advocates | **Length of Employment** 5

How long have you lived or worked in Contra Costa County? 45

Board, Committee, or Commission African American Holistic Wellness Hu | **Seat Name**

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
UC Irvine	BA/Sociology& Psycholog	☑ Yes	☐ No
The New School	MA/Urban Policy	☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☑ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☑ Yes ☐ No

If Yes, please explain: It depends on the time of the subcommittee meetings, I may have work or other responsibilities.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☑ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

Multigenerational African American wellness is paramount to our community thriving and connecting to individual and collective purpose, joy, and liberation. From my professional work I have listened and learned from Black and African-American residents spanning the age of youth and older adults that they want and need affordable, culturally competent, and accessible support for their mental and emotional health and healing that specifically caters to their needs as Black people. However, our community lacks affordable and culturally competent services for those experiencing emotional wellbeing

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

I am the executive director for FIERCE Advocates, formerly Building Blocks for Kids (BBK). I've had the opportunity to lead teams on our core strategy of healing centered care and programming that focuses on Black wellness, including CoCo Doulas a countywide community based doula program for Black birthing people, and emotional well-being support groups for Black men and women. I'm experienced in partnering with communities in social innovation and public policy advocacy to drive social justice and transformative change.

I am including my resume with this application:

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

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

City of Richmond Planning Commission (2009-2017)
California Black Power Network Board Member (current)

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: FIERCE Advocates receives contracts for its health programs

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Sheryl Lane **Date:** 9/8/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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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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.
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Sheryl E. Lane

Email:

EMPLOYMENT HISTORY

FIERCE Advocates, formerly Building Blocks for Kids (BBK) 2017-Present
Executive Director
Responsible for ensuring that internal systems and practices are aligned with FIERCE Advocates' mission and values.

- Oversaw the transition of FIERCE Advocates, formerly BBK, from a fiscally sponsored organization to an independent 501c(3) nonprofit organization
- Managed the creation and collective implementation of the organization's first five-year strategic plan, including new mission, vision and organizational values; aligned programs with BBK's new intended impact
- Cultivate, secure, and grow diversified funding sources; including increasing its budget to over one million dollars
- Recruited Board Members who are representative of FIERCE Advocates' community, experts in their fields, and are committed to providing strategic guidance, increasing visibility, and supporting fundraising.

EARN/Saverlife, San Francisco, CA 2010-2017
Director of Public Policy and Partnerships
Managed EARN's partnership program to grow its access to clients throughout the United States. Oversaw the development and strategic direction for EARN's public policy activities, projects, and initiatives to increase financial security for low-to-moderate income households. Managed policy, member support and partnership staff and interns.

- Grew EARN's partnerships by more than 40% in 24 states so that organizations can access EARN's technology savings platform for their clients and employees by building a partner pipeline, cultivating relationships and understanding the needs of a cross-section of organizations.
- Managed multi-year granted projects of more than $500,000 per year including researching potential funders, drafting and providing feedback on funder proposals, meeting with funders and completing funder report to include indicator and outcome information
- Led campaign to eliminate the asset test for the CalWORKs program with state bill AB 1809. The bill was passed on the state Assembly floor and Senate policy committee.
- Developed EARN's Policy Ambassador Leadership Program to train EARN clients in policy advocacy, including public speaking, meeting with legislators and drafting policy ideas
- Managed a statewide grassroots constituency-building effort with organizations throughout California

Urban Habitat, Oakland, CA 2006 – 2010
Program Director & REDI Campaign Coordinator
The seven-member Richmond Equitable Development Initiative (REDI) collaborative advocated and developed policy proposals focused on equitable development and land use for low-income communities and communities of color. Managed community outreach staff and interns.

- Developed campaign strategy for the General Plan Campaign which resulted in the

incorporation of housing, transportation, land use, housing and health policy recommendations into the City of Richmond's General Plan
- Designed community engagement strategy which resulted in community leaders ranging in age from 15 to 80 becoming actively involved in land use and urban planning.
- Organized broad community outreach and coalition building efforts including working with labor unions, health organizations, environmental and neighborhood councils to build support for REDI's initiatives
- Managed and assisted with reporting for multi-year granted projects of more than $500,000 per year. Edited and provided feedback on funding proposal and met with funders to highlight Urban Habitat's work

City of San Jose, San Jose, CA 2004-2006
Community Relations and Policy Analyst, Mayor's Office
Identified, researched and analyzed economic development and neighborhood planning policy issues for consideration by Mayor and City Council. Represented the Mayor at community, business and public agency meetings, in addition to conducting community outreach.

- Primary policy analyst for broadening the city's premier community development program from redevelopment areas to citywide
- Primary researcher and policy analyst on mayor's campaign finance reform initiative which was introduced to a vote by the city council
- Developed and coordinated a successful citywide neighborhood summit for Mayor and community leaders to discuss important community development issues.

Gap Inc., San Bruno, CA 2000–2002
Communications Specialist, IT Communications Department

Bank of America, San Francisco, CA 1998–2000
Communications Specialist, Corporate Communications Department

EDUCATION

MS, Urban Policy Analysis and Management 2004
Milano Graduate School of Management and Urban Policy
New School University, New York, NY

B.A., Psychology & Social Behavior 1998
School of Social Ecology
B.A., Sociology 1998
School of Social Sciences
University of California, Irvine

COMMUNITY SERVICE

City of Richmond Planning Commissioner 2009-2017
Richmond Main Street Economic Development Committee 2017-2019
Stewart Elementary School School Site Council 2017-2019

Contra Costa County

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or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Janet | **Middle Initial** | **Last Name** Miller Evans

Home Address - Street [redacted] | **City** Danville | **State** CA | **Postal Code** 94526

Primary Phone (best number to reach you) [redacted] | **Email Address** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 2 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 2

Current Employer Self Employed | **Job Title** Self Employed | **Length of Employment** 7 years

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

Board, Committee, or Commission African American Holistic Wellness Hub Steering Committee | **Seat Name** Member

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
University of Tennesses	Master of Public Administration	☑ Yes	☐ No
University of Tennesses	Batchelor of Science	☑ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed: Danville Business License Number: 011434

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain: Meeting Dates to be announced

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

I am enthusiastic about joining the Contra Costa County African American Holistic Wellness Hub Steering Committee due to my deep commitment to fostering comprehensive well-being for all. With my background in coaching and a passion for community empowerment, I am dedicated to contributing my skills and insights to this pivotal initiative.

The holistic wellness approach aligns seamlessly with my belief in addressing health from a multidimensional perspective—mind, body, and spirit. I recognize the significance of tailored wellness strategies acknowledging cultural nuances and am eager to collaborate on crafting innovative solutions that resonate with African-American individuals.

Joining the Steering Committee would provide me with a platform to advocate for accessible, holistic wellness resources, mainly focusing on marginalized populations. Ultimately, my aspiration to be part of the African American Holistic Wellness Hub Steering Committee is driven by a genuine desire to uplift and empower our community. By collaborating with like-minded individuals, I am confident in our ability to facilitate lasting, positive change in the lives of African Americans through holistic well-being practices that nurture both the individual and the collective spirit.

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

Through my prior involvement on community service advisory boards and committees, I have witnessed the transformative impact of inclusivity and collaboration on individuals' lives, underscoring their potential to drive positive change within our community.

I have served as an inaugural Alamo Municipal Advisory Council member on the Roads and P2B committees. My leadership and project management experience equips me to contribute to strategic planning and effective execution of initiatives that amplify the reach and success of the Wellness Hub. I am also committed to fostering a pace that encourages diverse voices and perspectives, recognizing that holistic wellness is enriched by cultural diversity.

I am including my resume with this application:

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

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:

Alamo Municipal Advisory Board

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

Alamo Roads Committee; Alamo P2B Committee

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Janet Miller Evans **Date:** 08/24/23

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

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Philip | **Middle Initial:** H | **Last Name:** Arnold Jr

Home Address - Street: [redacted] | **City:** Brentwood | **State:** CA | **Postal Code:** 94513

Primary Phone (best number to reach you): [redacted] | **Email Address:** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 3 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 3

Current Employer: NAMI Contra Costa | **Job Title:** Veteran Outreach Coordinator | **Length of Employment:** 20 months

How long have you lived or worked in Contra Costa County? 34 years

Board, Committee, or Commission: African American Holistic Wellness Hub | **Seat Name:** Steering Committee for

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
University of Cincinnati	B.A Psychology	☑ Yes	☐ No
Syracuse University	Russian Language Certificate	☑ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed: Certified Medi-Cal Peer Support Specialist MPSS-MVJZYQ

Other Trainings Completed:	Certificate Awarded for Training?	
NAMI Homefront Education Program	☑ Yes	☐ No
Medi-Cal Peer Support Specialist Trng	☑ Yes	☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☑ No

Are you a veteran of the U.S. Armed Forces? ☑ Yes ☐ No

THIS FORM IS A PUBLIC DOCUMENT

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

I would like to serve on our ad hoc African American Holistic Wellness Hub Steering Committee because I believe that I am ideally equipped to do so because of my uniquely qualified lived experience as a African American Septaugenarian male. I have an insatiable appetitie to share my knowledge and understanding to effect positive change in our community. Since we moved our family to Contra Costa County in 1989 I have made every effort to honor my commitment to the memory of my parents and grandparents hopes for a fulfilled life by being actively interested, involved, and invested in the social welfare of my community as they did. I advocate for the social welfare and education of the representative, inclusive, and extensive community engagement process.

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

Please see my attached resume which chronicles my community investment activities. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of ausiness enterprise. Racial equity s realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am recognized for a unique tactful tenacity, executive leadership, operational effectiveness, and the ability to establish productive relationships at all levels. Known for an outstanding ability to think strategically and implement practically by bringing the right people together for complex problem-solving purposes. I know how to create a climate that will elicit full exchanges of information and full commitment from all team members to get the job done. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.

✓

I am including my resume with this application:

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

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:

GARE, ACEEO, CCC Board of Parole, Sheriff's Inmate Welfare Fund, CCC Juvenile Justice Commission

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

Please see attached resume under COMMUNITY INVESTMENT section for a listing of my community experience and volunteerism.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [redacted] **Date:** 9/5/2023

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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 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.

PHILIP H. ARNOLD, JR.

[redacted]

Brentwood, CA 94513

[redacted] *linkedin.com/in/philarnoldjr* [redacted]

SUMMARY

Senior Executive recognized for tactful tenacity, leadership, operational effectiveness, and the ability to establish productive relationships at all enterprise levels. Described as a strategic visionary with strong implementation skills, the ability to foster cross discipline collaboration, and to bring the right people together for complex problem-solving purposes. I create a climate that will elicit exchanges of information and full commitment from team members to achieve organizational goals and objectives. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of a business enterprise and in particular with the mental illness induced by the polytrauma of racism. This is not EEO or Affirmative Action. Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.

PROFESSIONAL EXPERIENCE

NAMI CONTRA COSTA, Concord, CA *12/2021 – Current*

Lived Experience & Homefront Counselor

NAMI (National Alliance on Mental Illness) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI advocates for access to services, treatment, support and research and is steadfast in its commitment to raising awareness and building a community of hope for all of those in need. NAMI Contra Costa is an affiliate of the National Alliance on Mental Illness.

HELUNA HEALTH / CONTRA COSTA HEALTH SERVICES, Martinez, CA *3/2021 – 11/2021*

COVID-19 Community Health Ambassador

The COVID-19 Ambassador Project focused on promoting COVID-19 testing, vaccination, and community best practices for safety for communities that are underserved or experiencing a surge in cases.

GOVERNMENT ALLIANCE ON RACE AND EQUITY (GARE), Martinez, CA *1/2016 – 12/2017*

Team Lead (Volunteer), Contra Costa County Cohort

GARE is a national network of government working to achieve racial equity and advance opportunities for all. The Alliance uses a three-prong approach:

1) Support jurisdictions that are at the forefront of work to advance racial equity.
2) Build pathways for new jurisdictions to begin doing racial equity work, including cohorts of new jurisdictions.
3) Expand and strengthen local and regional collaborations that are broadly inclusive and focused on achieving racial equity.

Over the last decade, a solid field of practice has developed that advances racial equity and transforms government. Government will not be able to advance racial equity without a fundamental transformation into an effective and inclusive democracy. **GARE** cohorts will implement proven practices and replicate success, changing the norm of what is expected and possible from government and will increase our collective impact. Work product results under my volunteer leadership are in the link below:

ADOPT Resolution No. 2017/415, which affirms Contra Costa County's commitment to racial equity, diversity, and the Government Alliance on Race and Equity (GARE) initiative, as recommended by the Public Protection Committee.

CONTRA COSTA COUNTY, Martinez, CA *1/2015 – 12/2016*
Contract Consultant, Workforce Diversity & Inclusion Assurance
Contract requires fulfillment of the specific outreach MBO's to assist the county's EEO Office. This is a post DOJ Consent Decree initiative for outreach in support of the county's workforce D&I (Diversity and Inclusion) as it relates to the county's constituent labor pool demographics and enterprise equity.

CONTRA COSTA COUNTY, Martinez, CA *3/2009 – 8/2020*
Committee Member (Volunteer), Sheriff's Inmate Welfare Fund (IWF) Under general direction the Sheriff's Director of Support Services, the IWF Board Members provide operational oversight for budget and management support activities for inmates in the detention facilities of the Contra Costa County Sheriff-Coroner's Department. Committee Members are responsible for program and policy development for Detention Support Services and Inmate Services which:
- Coordinates and manages a comprehensive program providing for the general social welfare of prisoners in all County Sheriffs Detention Facilities
- Recommends approaches for the rehabilitation of inmates which will meet the objectives of the Custody Service Bureau
- As assigned advises the Inmate Welfare Fund on fiscal and budgeting matters.

EMPLOYEE BENEFIT SPECIALISTS, INC, Pleasanton, CA *3/2010 – 11/2011*
Executive Consultant,
Responsible for national expansion through brand management, alliance partnership development, marketing campaigns and creating the infrastructure and foundation for the new national sales organization

AUTOMATIC DATA PROCESSING, Pleasanton, CA *6/2003 – 6/2009*
Corporate Sales Manager, National Account Services
Responsible for the sale of ADP Time and Labor Management (TLM) applications to the public and private sectors with 1000+ employees in Northern California. Prospected and consulted with Fortune 100 corporations as well as local and state governments.
Appointed to *Sales/Service Advisory Board* by senior management to focus on product development, process re-engineering, and sales / service improvement.
Sales Manager, Major Accounts
Managed and coached 6 district sales managers in selling TotalChoice™ payroll solution to major accounts with 100 to 1000 employees in the Pacific Northwest region. Ranked #1 out of 7 enterprise-wide teams in leading the successful nationwide product launch.

Early Career
ORACLE - Director, Executive Liaison Program, Worldwide Corporate Marketing
AUTOMATIC DATA PROCESSING - Director, National Accounts
BANK OF AMERICA - Vice President and Manager, National Sales Training
XEROX – Territory Sales Rep and High-Volume Sales Executive

MILITARY EXPERIENCE

UNITED STATES AIR FORCE, SECURITY SERVICE *11/1965 – 8/1969*
Voice Intercept Processing Specialist - Russian Interpreter
Intercepted, processed, and analyzed top secret cryptographic Russian Air Force voice communications in Europe and the Middle East. **United States Air Force Security Service**
- Graduate of the DoD Defense Language Institute – Russian Language Training, Syracuse, NY
- Enhanced U.S. Turkish relations by playing for a semi-pro Turkish National Basketball Team.
- Named to the U.S.A.F. Mediterranean Sea All-Conference and Europe All-Tournament Basketball Teams

EDUCATION

BA, Psychology, University of Cincinnati, Cincinnati, OH
Certificate of Achievement, Russian, Syracuse University, Syracuse, NY (U.S. Defense Language Institute)

AWARDS

Distinguished Alumnus Award, Wyoming High School, Ohio *2019*
Humanitarian of the Year Award, Contra Costa County, *2018*
Appreciation Award, California Government Alliance on Race & Equity Community – *2017*
Outstanding Friend of Education Award, Contra Costa County Assn. of Calif School Administrators, *1994*
Humanitarian of the Year Award, City of Concord Human Relations Commission, *1994*

VIDEOS

2018 Humanitarian of the Year Celebration
Contra Costa County 40th Annual Martin Luther King Commemoration, *January 16, 2018*
I am introduced at the 1:19:10 minute mark

Patience and Perseverance
Contra Costa County 38th Annual Martin Luther King Commemoration, *January 19, 2016*
I am introduced at the 12:00 minute mark

Better and Not Bitter
The Bay Church Justice Weekend, *January 18, 2015*
I am introduced at the 2:45 minute mark

COMMUNITY INVESTMENT

Past Transportation Coordinator, **Northgate Instrumental Music Boosters**, *2016-2021*
Past Commissioner and Chairperson, **Contra Costa County Board of Parole**, *2011-2020*
Past Committee Member, Contra Costa County **Inmate Welfare Fund**, *2009-2020*
Past City of Concord, CA **Chief of Police Citizen Advisory Committee**. *2012-2018*
Past Community Advisory Committee Chair, **Concord Naval Weapons Station Reuse Project**, *2016-2018*
Past Board of Directors, **Heritage Soccer Club**, Pleasant Hill/Martinez, CA *2012-2016*
Past Chairperson, Contra Costa County **Advisory Council on EEO** *2013-2014*
Past Director, Calvary Community **Church Mentor Program**, Vallejo, CA, *2003-2005*
Past Commissioner, Contra Costa County **Juvenile Justice & Prevention Commission**, *2003-2004*
Leadership Concord VII, City of Concord, CA, *1993*
Business Arts Council Leadership Initiative, San Francisco Chamber of Commerce, *1993*
Past Board of Directors, **Diablo Valley College Foundation**
Past Board of Directors, **Concord Chamber of Commerce**
Past Board of Directors, **Concord Economic Development Corporation**
Past Board of Directors, **APEX-Academic Programs for Excellence**
Past Guest Lecturer, **Los Medanos Criminal Justice Academy**
Past Guest Lecturer, **Cultural Diversity** – Contra Costa County Sheriff's Department
Past President & Executive Producer, Concord **CitiArts Theatre**

Contra Costa County

Print Form

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Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Alfonzo | Middle Initial: | Last Name: Edwards

Home Address - Street: [redacted] | City: Antioch | State: Ca. | Postal Code: 94509

Primary Phone (best number to reach you): [redacted] | Email Address: [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): Diane Burgis | District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No If Yes, in which District do you work?

Current Employer: NAMI Contra Costa | Job Title: NAMI Contra Costa | Length of Employment: 3yrs

How long have you lived or worked in Contra Costa County? 16

Board, Committee, or Commission: | Seat Name:

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

Please check one: ☑ Yes ☐ No If Yes, how many? 3

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	Degree Type/ Course of Study/Major	Degree Awarded
College of Idaho	BA Physical Education	☑ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

Occupational Licenses Completed: Realtor

Other Trainings Completed:		Certificate Awarded for Training?
	Peer Support Counselor	☑ Yes ☐ No
		☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☑ Yes ☐ No

If Yes, please explain: Current Bible Teacher at Local Private school

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

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

Hello, my name is Pastor Alfonzo L. Edwards where I serve at The Church 4 Me in Antioch. I' ve been a resident of the East Contra Costa County for over 16 years and currently reside in the great city of Antioch where I serve the community as Coach, Mentor, Teacher, and Pastor. I've been married over 13 years to my high school sweetheart Nikki and we have three handsome young men. Our oldest son Jordan is a graduate of Grand Canyon University in Phoenix, AZ; Jalen is in the 9th grade and Jonah is in the 2nd grade both at Cornerstone Christian School. I am 46 years old and serve as a Peer Counselor for NAMI CC. My lived experience and focus is to uplift African American men who have faced many obstacles dealing with, depression, anxiety and suffering from the passing of loved ones. I also focus on those that are unsheltered in our community. My outreach relates to Jesus parable of the lost sheep. I remember when I was at college in Idaho, I looked out the window and asked my professor why were dogs following the herd of sheep while being transported, to which my professor explained that the dogs keep the sheep in line and together, to let the shepherd know if one has been lost. "I use an acronym for the word G.R.A.C.E: God Recognizes All Children Everywhere. We should all make sure, NO ONE IS LEFT BEHIND.

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

1. **Leadership:** Someone who can guide the committee towards its goals and keep meetings on track. 2. **Communication Skills:** Effective communication is crucial for conveying ideas, discussing issues, and reaching decisions. 3. **Team Player:** Willingness to collaborate, listen to others, and work harmoniously with fellow committee members. 4. **Organizational Skills:** Ability to manage and prioritize tasks, timelines, and resources efficiently. 5. **Problem Solving:** A knack for identifying issues, brainstorming solutions, and making informed decisions

I am including my resume with this application:

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

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

Cornerstone Christian School-Outreach
The Church 4 Me- Outreach, assistant Pastor
MPDCA-Outreach
S.H.A.R.E- Outreach

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [redacted] **Date:** 9/5/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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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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.
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Alfonzo L. Edwards

2011- 2014 **FARMERS INSURANCE GROUP** CONCORD, CA

Auto Claims Adjuster

- Examines damaged automobiles to determine what amounts the company should pay for repairs or replacement.
- Investigate and process insurance claims filed by policyholders.
- Interview claimant and witnesses to gather pertinent information.
- Inspect property damage to determine extent of damages.
- Verify that coverage applies through an insurance policy.
- Evaluate damages to ascertain compensation amount.
- Examine photographs and statements.
- Record data and statements in report.
- Evaluate all information to determine how claim should be handled and issue payout amounts.

2009- 2011 **ENTERPRISE RENT-A-CAR, LLC** ANTIOCH, CA

Management Trainee

- Formulate strategies to ensure successful project work and revises the plans to meet changing needs and requirements
- Analyze and identify the resources required to complete objectives.
- Help manage day-to-day operational aspects of a project.
- Check the quality assurance procedures and ensure quality of products and services.
- File records properly and ensure that all project documents are complete, current, and stored appropriately.
- Analyze and manage project budget and give suggestions on how to increase revenues.
- Ensure timely and accurate invoicing and monitors receivables for a project.
- Interact with clients and follow up with them when necessary.
- Study project profitability, revenue, margins, bill rates and utilization.

2004 – 2008 **THE HOME DEPOT** TRACY, CA

Assistant Manager

- Ensured excellent service for special orders, installed sales and product sales.
- Recruited, interviewed, motivated and trained Sales Associates to provide quality customer service.
- Developed and communicated store standards to associates.
- Supervised Store Associates, ensured safety of employees and consumers, verified deposits, signed for petty cash, markdowns, time slips, refunds, price change take-in reports, etc.
- Provided assistance to the Marketing Group with day-to-day reporting, analysis, and various project work.
- Analyzed and reported NPD market data and POS data from key retailers.
- Created sell sheets, product knowledge materials and other materials for Sales team.
- Assisted in the development of presentations.
- Processed marketing invoices and tracked marketing expenses.

Extracurricular Activities

- Assoiate Pastor at The Church 4 Me
- Youth and College Basketball Coach
- Cross1Win1 Basketball Organization

References

Logan Heyer	Principal, *Cornerstone Christian School*	[redacted]
Calvin Criddle	Case Manager, *I.L.P.*	[redacted]
Matt Muniz	Loan Consultant, *Caldwell Bank*	[redacted]
Bishop David Hollister	Bishop, *The Church 4 Me*	[redacted]

[redacted] ◆ Antioch, CA 94509 ◆ [redacted] ◆ [redacted]

Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Desirae | **Middle Initial** S | **Last Name** Herron

Home Address - Street [redacted] | **City** Brentwood | **State** Ca | **Postal Code** 94513

Primary Phone (best number to reach you) [redacted] | **Email Address** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool

Do you work in Contra Costa County? ☐ Yes ☑ No **If Yes, in which District do you work?**

Current Employer Senior Financial Analyst | **Job Title** Senior Financial Analyst | **Length of Employment** 1 1/2 years

How long have you lived or worked in Contra Costa County? 29 years

Board, Committee, or Commission

Seat Name

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

Please check one: ☑ Yes ☐ No If Yes, how many? 3

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	Degree Type/ Course of Study/Major	Degree Awarded	
Sacramento State University	Economics Degree	☑ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

I believe in the uplifting of my local community through buiding relational equity, community resources, and economic relief. The racial inequities present in our community are tremendous and deserve an actionable solution that uplifts and rejuvenates generations to come. Through the board I am able to use my voice for positive change and create real change in my community. Being apart of a tangible solution is my primary goal in helping those that need relief.

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

I am including my resume with this application:

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

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

Youth Leader Genesis Church

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

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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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Desirae Herron **Date:** 09/05/2023

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Martinez, CA 94553

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Desirae Herron
Senior Financial with Experience in Finance and Data Analysis
www.linkedin.com/in/desiraeherron

Seeking an Enterprising Accounting position at a thriving company. Experienced in developing budgets and converting monthly financial reports to evaluate profits. Spearheaded and proficiently executed financial reporting for the Northwest territory of the United States and Canada, and facilitated large teams to complete projects. Strengths include: MS Excel, Google Sheets, implementation of finance and accounting functions, and statistical analysis.

EDUCATION
California State University of Sacramento
Bachelor of Science: Economics, Spring 2018

RELEVANT COURSEWORK & SKILLS

•Money & Banking •Statistics •GAAP •Monthly Accruals •Microsoft Office (emphasis in Access, Excel, Outlook, PowerPoint, Publisher, and Word) •Solid Research & Analytical Skills •AIA •Nuance ·SQL ·Procore ·Workday Financials •Python ·Netsuite ·Salesforce ·Blackline

PROFESSIONAL EXPERIENCE
Senior Financial Analyst
Kaiser Permanente, Napa, CA July 2022-Present
As a Sr. Financial Analyst, I am responsible for conducting and interpreting complex financial assessment and modeling, leading internal audit processes, conducting and reviewing strategic financial research, and developing reports on region/business unit performance.

- Proficiently evaluate the complex business environment by conducting financial assessments.
- Lead internal audit process, reviews audit results, and engage with auditors to resolve material weaknesses, implement changes to internal controls and proactively assess high risk areas.
- Collaborate and advise region/business unit leaders on strategic fiscal matters by reviewing regular and special reports for both financial and statistical matters in order to facilitate financial management throughout the organization.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts while finding cost recovery opportunities.
- Internal consultant to Kaiser Management team on reading and interpreting financial results, analyzing variances, and improving performance.

Senior Analyst, Construction Projects
Volta Charging, San Francisco, CA May 2021-July 2022
As a Sr. Construction Analyst, I am responsible for coordinating, managing monthly and quarterly reports with various financial analyses. I also provide insight and oversight to project costs while identifying and proactively providing solutions to project issues, supporting the implementation of department business and organizational plans, processes, and methods. In addition, I serve as a liaison for special ad hoc projects while overseeing 27 project managers and 3 Jr. Accounts.

- Perform monthly, quarterly and year end reconciliations as well as flux analysis for project cost and fixed asset related accounts.
- Complete project cost analysis over engineering, construction, and procurement operations.
- Collaborate and liaison with construction, and engineering project managers to create final budgets.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts.

- Create monthly accruals and journal entries for revenue recognition and project percentage of completion analysis.
- Responsible for the implementation and UAT (User Acceptance Testing) of fixed assets, revenue recognition, and quarterly audits independently and cooperatively.
- Spearhead project accounting team meetings to oversee projects in various regions throughout the United States.
- Identify systems issues while developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Support ad hoc projects while managing and overseeing project managers and project accountants.

Senior Associate, Development Project Accounting
WeWork, San Francisco, CA July 2019-January 2021
Oversaw and implemented financial reporting and analysis of the Northwest territory of the United States through monthly accruals, legal contracts, creating financial budgets, cost and benefit analysis, and client relations.

- Spearheaded monthly, quarterly, and annual financial reporting for designated territories to report to Finance Director.
- Implemented proper financial procedures and templates in accordance with territory law to ensure industry standards being maintained.
- Partnered with Regional and Central Finance team members to understand forecast-to-actual variances and provide insightful analysis to the leadership team regarding financial performance and key operating metrics.
- Contributed to transaction monitoring and reporting systems and framework ensuring the company maintains the highest standards and efficiency possible.

Lead Project Accountant and Business Analyst
Source Planning and Construction, San Francisco, CA July 2018-July 2019
Reviewed and maintained project Financial files, reports, billings and managed relationships with Clients and Subcontractors while maintaining cost efficiency.

· Collaborated with VP of Finance and Project Managers on a monthly basis to prepare monthly reports, tax audits, and customer billing in a timely manner.

• Identified business trends utilizing real data and analysis reports for Executive Management, Project Managers and Clients **resulting in a 40% increase in received profit.**

• Expedited and prepared expenses, material costs and prepared financial forms from Clients for budgeting and forecasting.

• Reviewed and maintained project financial files, progress liens, contracts, and credit applications on a per project basis while remaining under compliance.

• Streamlined and improved internal and external reporting for 200 projects while providing final lien releases in compliance for all contracted clients.

• Prepared and reviewed weekly and monthly AR / AP reports for all financial meetings.

• Updated and maintained business processes and implemented new solutions for cross-functional team members and management **creating a new streamlined process**.

Project Development Analyst Intern
The City of Sacramento Economic Development Department, Sacramento, CA January 2018-May 2018
Provided research, statistical analysis, and strategic planning for the start-up and development of the Bloomberg Financial Empowerment Center (FEC) and the Sacramento Economic and Employment Development Corporation.

• Provided cost and benefit analysis of potential investment projects

• Liaison between Project Managers, the City of Sacramento, and potential stakeholders with in the city and neighboring communities.

• Created and maintained statistical analysis reports using MS Excel and Stata of panel data from the Del Paso Heights community resulting in the financing of community development and local business incubators.

Transaction Coordinator
Elite Revenue Solutions, LLC, Brentwood, CA 2016–July 2018
Executed billing activities including initial entry, production of prebills, and verifying and distributing final invoices to doctors and office managers.

• Implemented proper bill coding ensuring HIPPA compliance.

• Actions resulted in an **average of 30% financial increase in reimbursements received.**

• Prepared and maintained unbilled reports that reflect delinquent accounts.

• Responsible for electronic and manual submission of Medi-Care, Medi-Cal and Self-Pay billings.

Client Coordinator
Realty World (DSO Enterprises, LLC.), Antioch, CA 2014–2016
Maintained a cooperative working relationship with Real Estate Agents, Loan Officers, Processors, Vendors and Builders to ensure proper communication and follow up throughout the home buying cycle.

• Spearheaded weekly preparation of reports reflecting the accuracy of accounts closed and in escrow.

• Maintained Customer Relations Management database of client data and realtor commissions.

• Streamlined office operations through initiating protocol, forecasting real time data, and responding to client inquiries.

LEADERSHIP ACTIVITIES
MLK Business Resource Group *Fall 2017-Spring 2018*

• **Vice President of Recruitment and Membership (Elected Position), Philanthropy Officer**

Alumnae of Gamma Phi Beta Sorority *Fall 2013-Spring 2017*

• **Social Chairwoman (Elected Position), Recruitment Advisor (Elected Position), Philanthropy Group (Volunteer)**

Contra Costa County

Print Form

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 | **Middle Initial** | **Last Name**

Home Address - Street | **City** | **State** | **Postal Code**

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): Yes — District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?**

Current Employer: Family and Community Partnerships and | **Job Title**: Family and Community Partnerships | **Length of Employment**: 13 yrs.

How long have you lived or worked in Contra Costa County? 30 yrs.

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

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
Cal State Eastbay	BA/Sociology minor Woman Studies	☑ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

		Certificate Awarded for Training?	
Other Trainings Completed:	CORO Women In Leadership, Circle of Security	☑ Yes	☐ No
	Abriendo Puertas/Opening Doors, PITC, HOVRS,TLC	☑ Yes	☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain: I do work full time M-F.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☑ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

I would like to serve on this committee because I have an invested interest in ensuring the well-being of my community. I intend to be a valuable member with high-quality contributions and a strength-based approach. After surviving a pandemic and experiencing long lasting repercussions, I have seen the need to support the African American community at another level. In my many travels and life experiences, it is with much sadness that I still see such a disparity of services and opportunities for the African American community. It would be my honor and privilege to participate in a collective that is looking for a solution rather than continuing to share only the problems.

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

My qualifications include: Over 20 years of social service in Contra Costa County, I have occupied a seat on the steering committee for The Monument Impact Measure J free shuttle, I have taken part in the ORESJ focus group discussions, as well as supporting the participation in the focus groups with my consumers and colleagues. I also bring personal life experiences living as a Black Woman as I navigate life in general. I am a facilitator and mentor to African American youth in my professional and personal capacity as well. I am also on the steering committee for Faith Based Leaders in the Bayview Hunter's Point district in San Francisco, CA.

I am including my resume with this application:

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

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

The Local Planning and Advisory Council for Early Care and Education

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

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

-20 Years at The Hands Of Hope Food Pantry
-14 years with Give Oakland
-10 years with Mayor and Councilman of City Of Concord annual Toy drive and Turkey Dinner giveaway in the Monument Corridor
-Board of Directors for Hands Of Hope Nonprofit

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [redacted] **Date:** 9/7/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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 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.

Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Vanessa | **Middle Initial** M | **Last Name** Blum

Home Address - Street | **City** Pleasant Hill | **State** CA | **Postal Code** 94523

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): 4 District Locator Tool

Do you work in Contra Costa County? ☐ Yes ☑ No **If Yes, in which District do you work?**

Current Employer Marin County | **Job Title** Clinical Psychologist II | **Length of Employment** 3 years

How long have you lived or worked in Contra Costa County? 40 years

Board, Committee, or Commission African American Holistic Wellness Hub Steering C | **Seat Name** Member/District 4

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
University of California, Los Angeles	BA/Double Major: Psychology, Af	☑ Yes	☐ No
Duke University	PhD/Clinical Psychology	☑ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed: Licensed Clinical Psychologist

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☑ Yes ☐ No

If Yes, please explain: I am employed full-time.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

Advancing equity, inclusion, and belonging has been at the center of my professional and community endeavors. The first decade of my career was spent researching the effects of racism. Specifically, investigating the relations between racism and mental health among adolescent African American males as the Principal Investigator on a grant funded by the National Institute of Mental Health. During this time I was also a member of the American Psychological Association's Presidential Virtual Working Group on Prejudice and Discrimination, the Committee on Diversity and Equity at the University of California, Santa Barbara, and the Los Angeles Unified School District's Disproportionality Advisory/Action Group. In my former position as the suicide prevention specialist at Contra Costa County Behavioral Health Services I provided treatment that was healing-centered and

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

Curriculum Vitae attached.

I am including my resume with this application:

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

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

Board of Directors Rainbow Community Center (2017 – 2019), Civic Action Commission City of Pleasant Hill (2019 – 2021)

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Vanessa Blum **Date:** 09/27/2023

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CURRICULUM VITAE

VANESSA NYBORG BLUM, PHD

LICENSED CLINICAL PSYCHOLOGIST

LICENSE CA #26363 Expiration 3/2024

EDUCATION

PhD, 2001
MA, 1998
Duke University
Durham, NC
Clinical Psychology

BA, 1995
University of California, Los Angeles
Los Angeles, CA
Double Major: Psychology and African American Studies

CLINICAL APPOINTMENTS

2020 – PRESENT
Clinical Psychologist II
Behavioral Health and Recovery Services
Marin County Health and Human Services

- Conduct comprehensive clinical assessments and evaluations to determine eligibility for services through the Forensic Division
- Provide testimony
- Collect and analyze Forensic Division data
- Track and report AOT program data to California Department of Health Care Services
- Clinical faculty to APA-accredited Doctoral Internship Program
- Provide clinical supervision to unlicensed staff
- Provide suicide prevention trainings
- Provide LGBTQ+ affirming trainings
- Provide cultural humility trainings
- Facilitate diversity, equity, inclusion, and belonging efforts
- Developed SOGI data collection best practices
- Co-facilitated LGBTQ+ Collaborative
- Member of Suicide Prevention Collaborative and Lead for Training and Education Team
- Member of Trauma-Informed, Resilience-Oriented Equity Core Implementation Team
- Member of Equity and Community Partnerships Committee

2019 – 2020

Director of Clinical Operations
Rainbow Community Center

- Supervise and oversee all aspects of the clinical department
- Hiring, supervision, evaluation, training, promotion, corrective action of staff within the department
- Provide clinical supervision to unlicensed staff and trainees
- Initiate, implement and monitor compliance with evidence- based practices
- Ensure documentation is County, State and Federal compliant
- Teach and model clinical interventions and strength-based strategies
- Ensure clinical services are culturally responsive and trauma-informed
- Provide LGBTQ+ affirming trainings
- Develop, plan and implement strategies to manage clinical program
- Collaborate with other members of the executive team to foster successful communication and coordination between all programs and participate in strategic planning
- Oversight of program evaluation and quality assurance functions for department
- Represent Rainbow in community, corporate and donor environments

2019 – PRESENT

Licensed Clinical Psychologist
Private Practice

- Individual, family, and group therapy
- Consultations
- Psychological testing
- Training

2017 – 2018

Clinical Director
Community Options for Families and Youth

- Hiring, supervision, evaluation, training, promotion, corrective action of staff within the department
- Knowledge of County, State and Federal requirements for documentation and reporting, including Medi-Cal requirements
- Facilitate diversity, equity, and inclusion trainings for staff
- Overall clinical responsibility for evidence-based programs
- Oversight of quality assurance functions and evaluation of evidence-based programs
- Collaborate on new initiatives, contract, and grant Opportunities

2012 – 2017

Mental Health Clinical Specialist
Concord Adult Mental Health
Contra Costa Behavioral Health Services
Contra Costa Health Services

- Suicide Prevention Specialist
- Developed (including identification of appropriate outcome measures), implemented, and provided services for a suicide prevention pilot program
- Provided suicide prevention trainings
- Identified training needs for Contra Costa Behavioral Health Services
- Utilization review for Medi-Cal billing
- Facilitated LGBTQ+ diversity, equity, and inclusion efforts in Contra Costa Health Services
- Behaviorist in first County transgender clinic at Contra Costa Regional Medical Center
- Co-led culturally responsive transgender healthcare trainings in Contra Costa Health Services

2001 – 2003

Clinical Psychology Postdoctoral Fellow
Rhode Island Hospital, Hasbro Children's Hospital
Department of Psychiatry and Human Behavior
Alpert Medical School of Brown University

- Conducted consult/liaison services to Hasbro Children's Hospital and to Sleep Disorders Clinic
- Conducted mental health evaluations and therapy with children and families
- Participated in multi-disciplinarian treatment teams
- Conducted anger management groups

2000 – 2001

Clinical Psychology Intern
Cambridge Hospital
Cambridge Health Alliance
Harvard Medical School

- Conducted mental health assessments and therapy with adults with diagnoses ranging from schizophrenia to major depression
- Participated in multi-disciplinary treatment teams

Cambridge Youth Guidance Center
Cambridge Health Alliance
Harvard Medical School

- Conducted mental health assessments and therapy with child/adolescent clients and their families
- Created and led anger management/social skills groups in schools
- Co-led violence prevention groups in schools

1998 – 2000 Psychology Technician
Duke University Medical Center
- Acquired training and supervision in the administration, interpretation, and writing of psychological assessments to children and adults

1999 – 2000 Clinical Psychology Trainee
Duke Psychology Clinic

1998 – 1999 Clinical Psychology Trainee
Center for Child and Family Health

1998 Clinical Psychology Trainee
Children's Psychiatric Institute
John Umstead Hospital

1997 – 1998 Clinical Psychology Trainee
Durham Child Development and Behavioral Health Clinic, Lincoln Community Health Center
Duke University Medical Center

RESEARCH SUPPORT

2004 – 2011 K01 MH067881 V. Nyborg, PhD (PI)
"Racism, Masculinity, Aggression in African Descent Youth"
Scientist Development Award for New Minority Faculty
National Institute of Mental Health (NIMH)
Role: Principal Investigator

RESEARCH APPOINTMENTS

2004 – 2011 Assistant Researcher
Gevirtz Graduate School of Education
University of California, Santa Barbara
- Principal Investigator on NIMH grant
- Overall coordination of the study including study design, budget management, compliance with NIMH and University policies and regulations
- Supervision of research assistants
- Collaboration with school districts and school personnel
- Data management, data analyses and interpretation of statistical results and dissemination of the results

2003 – 2004 Research Fellow
Center for School-Based Youth Development
Gevirtz Graduate School of Education
University of California, Santa Barbara

- Developed grants for the Office of Juvenile Justice and Delinquency Prevention and the Tobacco Related Disease Research Program
- Collaborated on publications

2001 – 2003 NIMH T32 Postdoctoral Research Fellow
Alpert Medical School of Brown University
- Consultant to school-based mental health initiative
- Collaborated with school personnel, community leaders, and public policy advocates on policy issues related to the project, such as financial sustainability

1997 – 1998 Graduate Research Assistant
Department of Psychology and Neuroscience
Duke University
- Conducted interviews for a longitudinal study on the prevention and intervention of aggressive behavior among boys
- Data entry

TEACHING APPOINTMENTS

2013 – 2017 Adjunct Associate Professor
Counseling Department
Kalmanovitz School of Education
Saint Mary's College of California
- Taught *Introduction to Counseling Research*
- Taught *Research Independent Studies*
- Co-taught *Community Mental Health*

2004 – 2005 Adjunct Professor
Gevirtz Graduate School of Education
University of California, Santa Barbara
- Taught *Psychopathology*

1999 Teaching Assistant
Department of Psychology and Neuroscience
Duke University

1998 Teaching Assistant
Department of Psychology and Neuroscience
Duke University

COMMITTEE AND BOARD APPOINTMENTS

2019 – 2021	Member and Vice Chair, Civic Action Commission Member and Chair (2019-2020), Diversity Sub-Committee City of Pleasant Hill
2017 – 2019	Member, Board of Directors Rainbow Community Center
2016 – 2017	Member, Contra Costa Health Services Race, Bias, Trauma, and Equity Subcommittee
2016 – 2017	Member, Contra Costa Health Services Health Equity Team
2016 – 2017	Co-Chair, Contra Costa Behavioral Health Services Reducing Health Disparities Workgroup
2015 – 2016	Member, Contra Costa Behavioral Health Services Reducing Health Disparities Workgroup
2014 – 2017	Member, Contra Costa Health Services LGBT Pride Initiative
2013	Member, African American Workgroup Know the Signs Suicide Prevention Campaign
2013 – 2017	Member, Contra Costa Behavioral Health Services Training Advisory Workgroup
2012 – 2017	Member, Contra Costa County Suicide Prevention Committee
2010 – 2012	Federal Advocacy Coordinator Division 35, American Psychological Association
2004 – 2008	Member, Disproportionality Advisory/Action Group Los Angeles Unified School District
2005 – 2006	Member, Presidential Virtual Working Group on Prejudice and Discrimination American Psychological Association
2004 – 2005	Non-Senate Representative, Committee on Diversity and Equity University of California, Santa Barbara

PUBLICATIONS

Nyborg, V., Sharkey, J. D., & Furlong, M. J. (2014). Adolescent homicide. In T. P Gullotta & M. Bloom (Eds.), *Encyclopedia of primary prevention and health promotion: Part II* (2nd ed., pp. 1261–1270). New York, NY: Springer.

Nyborg, V. (2009). *Exploring racism in the lives of African American boys: Implications for mental health*. Saarbruecken, Germany: VDM Publishing.

Furlong, M. J., Nyborg, V. M., & Sharkey, J. D. (2005). Homicide and the adolescent: Prevention approaches. In T. Gullotta & G. Adams (Eds.) *Handbook of adolescent behavioral problems: Evidence-based approaches to prevention and treatment*. New York: Springer.

Jimerson, S. R., Sharkey, J. D., Nyborg, V., & Furlong, M. J. (2004). Strength-based assessment and school psychology: A summary and synthesis. *California School Psychologist*, *9*, 9-20.

Nyborg, V. M. & Curry, J. (2003). The impact of perceived racism: Psychological symptoms among African American boys. *Journal of Clinical Child and Adolescent Psychology*, *32*, 258-266.

PRESENTATIONS AND TRAININGS

Keuroghlian, A., Tian, D., Blum, V., Garcia-Lopez, G., Lacey, T., Dy, P., & Feld, E. *Leveraging SOGI and REAL data to advance equity in behavioral health.* Webinar hosted by the California Institute for Behavioral Health Solutions, California Primary Care Association, and County Behavioral Health Directors Association of California. February, 2023.

Blum, V., Lacey, T., & Alt, W. *LGBTQ+ affirming practices in behavioral health, child welfare, probation, and other systems.* Webinar hosted by California Alliance and County Behavioral Health Directors Association of California. February, 2023.

Blum, V., Parker, M., & Connors, K. *A safety planning training to support those in recovery from mental health, suicidality, and substance use*. Training given to RX Safe Marin. January, 2022.

Blum, V. & Connors, K. *Safety planning intervention: A collaborative approach to reduce suicide risk*. Training given to providers. December, 2021.

Blum, V., Lea, T., & Connors, K. *Safety planning for those in distress: Implications for LGBTQ+ youth and adults*. Training given to County and community-based providers. May, 2021.

Martel-Dow, L., Blum, V., Reynolds, J., & Pham, N. *Addressing trauma through decolonizing mental health.* Presentation for May Mental Health Month in Marin County. May, 2021.

Blum, V., Lea, T., & Connors, K. *Safety planning intervention: A collaborative qpproach to reduce suicide risk*. Training given to Spahr Center. January, 2021.

Blum, V. *Mental health through a systemic lens*. Presentation given to Leadership Contra Costa. October, 2019.

Blum, V. *Question, Persuade, Refer (QPR)*. Training given to Health, Housing, and Homeless Division staff. February, 2017

Blum, V. *Question, Persuade, Refer (QPR)*. Training given to Thunder Road Adolescent Treatment Center line staff. January, 2017

Blum, V. *LGBTQ inclusion in county health services: Addressing social justice and health equity*. Roundtable presented at the National Multicultural Conference and Summit. January, 2017.

Blum, V. *Question, Persuade, Refer (QPR)*. Training given to high school students. Freedom High School, Liberty Union High School District. November, 2016.

Genet, J. & Blum, V. *Transgender health*. Training given to appointment division of Contra Costa Regional Medical Center. September, 2016.

Genet, J. & Blum, V. *Transgender health*. Training given to psychiatric staff employed in inpatient settings at Contra Costa Regional Medical Center. December, 2015.

Farr, Y. & Blum, V. *Question, Persuade, Refer (QPR) for clerical staff*. Training given to administrative staff employed by Contra Costa Behavioral Health Services and employed by allied community based organizations. September, 2015.

Cobaleda-Kegler, J. & Nyborg, V. *Suicide prevention and behavioral health providers*. Workshop presented at Bay Area Suicide and Crisis Intervention Alliance's Suicide Prevention Meeting: Strengthen Your Role in Suicide Prevention. September, 2013.

Nyborg, V. *Exploring risk and resilience in the lives of male adolescent African Americans*. In-service training presented to West County Child and Adolescent Services, Richmond, CA. November, 2012.

Nyborg, V. *A consideration of culture and emotional literacy in the lives of African American males*. Workshop presented at the Bringing Emotional Literacy into the 21st Century conference at City of Wolverhampton College, Wolverhampton, England. May, 2009.

Nyborg, V. *Reviewing the role of racism and masculinity in the lives of adolescent African American males*. Lecture presented at Masculinity, Race/Ethnicity, and Youth Interventions meeting at the Government Office West Midlands, Birmingham, England. January, 2009.

Nyborg, V. *The relation between masculinity and school engagement among African American males*. Poster presented at the annual convention of the American Psychological Association, Boston, MA. August, 2008.

Nyborg, V. *Psychological well-being and behavior among adolescent African American males: Examining the role of racism, masculinity, and school engagement*. Lecture presented at the City of Wolverhampton College, Wolverhampton, England. January, 2008.

Nyborg, V. *Racism, well-being, and behavior in adolescent African American males*. Poster presented at the annual convention of the American Psychological Association, San Francisco, CA. August, 2007.

Nyborg, V. *Masculinity, well-being, and behavior in adolescent African American males*. Poster presented at the annual convention of the American Psychological Association, San Francisco, CA. August, 2007.

Nyborg, V. *Culturally relevant interventions for African American adolescent males: Understanding the role of racism and masculinity*. Paper presented at the annual convention of the California Association of School Psychologists, Los Angeles, CA. March, 2007.

Nyborg, V. *Exploring the lives of adolescent African American males*. Keynote address presented at Schooling, Masculinity, and Social Cohesion conference, Birmingham, England. December, 2006.

Nyborg, V. *Development of an age- and culturally-relevant masculinity scale*. Poster presented at the annual convention of the American Psychological Association, New Orleans, LA. August, 2006.

Nyborg, V. *Intervention strategies for African American males: Considering culture*. Paper presented at the National Conference on Men's Health, Atlanta, GA. October 2005.

Kumpfer, K., Hecht, M., Stevenson, C. H, & Nyborg, V. *Moving towards state of the art, culturally relevant prevention interventions for minority youth*. Discussants: Lori Holleran and Stephanie I. Coard. Roundtable discussion/scientific dialogue presented at the annual meeting of the Society for Prevention Research, Washington, DC. May, 2005.

Lau, A. S., de Arellano, M. A., Coard, S. I., Wieling, E., Nyborg, V., & Joe, S. *Role of culture in culturally based child and adolescent interventions*. Discussant: B. E. Sims. Symposium presented at the annual convention of the American Psychological Association, Honolulu, HI. August, 2004.

Nyborg, V. *Examining the racial experiences of African American boys.* Poster presented at the annual convention of the American Psychological Association, Washington, DC. August, 2000.

Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Ashley | **Middle Initial** J | **Last Name** Green

[redacted] | **City** Pittsburg | **State** Ca | **Postal Code** 94565

Primary Phone (best number to reach you) (925) [redacted] | **Email Address** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): Federal Glover **District Locator Tool**

Do you work in Contra Costa County? ☐ Yes ☑ No **If Yes, in which District do you work?**

Current Employer Episcopal Community Svcs. | **Job Title** Manager of Problem Solving | **Length of Employment** 1 year 2 months

How long have you lived or worked in Contra Costa County? 29 years

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

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
Dillard University	Bachelors of Science Biology minor in Chemistry	☑ Yes	☐ No
California State University, East Bay	Masters of Science Health Care Administration	☑ Yes	☐ No
Walden University	Doctorate of Public Health (Pause)	☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed: Trauma Healing: Adult and Teens — **Certificate Awarded for Training?** ☐ Yes ☑ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain: I work in San Francisco. If meeting are in the evening I am able to attend.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

I am interested in serving on this committee because I want to create a space for my African American community that's culturally appropriate in giving realistic and holistic healing and resources to support, heal, and empower. Contra Costa County does not have resources allocated towards the African American community and this wellness hub would do just that. I want my community to be represented and heard by someone who when they look at me, they can see themselves in the mirror. I have a passion for eliminating racial disparities within my African American community which has been my focus as a young child. My passion for black excellence and healing continued to grow as I matriculated through my undergraduate career at Dillard University as a student ambassador providing guidance and support to incoming students. After returning home from undergrad, I wanted to be able to give back to my community but did not see an avenue to create that space. The opportunity has arisen, and I want to become a member of the African American Holistic Wellness Hub Steering Committee.

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

I believe I am qualified for this appointment because of my current role working with a diverse community in San Francisco and my training in trauma healing. As a program manger for a nonprofit in San Francisco specifically in the South of Market (SOMA) and Tenderloin) area I see firsthand how limited resources catered to specific ethnicities affect their healing and more support is needed. My program grants the homeless population an avenue to get back on their feet with our permanent housing support and access to resources that are specific to their individual needs. I work with a diverse group of individuals on my team who have lived experience as well as clients who are in recovery and looking for a way out. Although I work in San Francisco, I see this same struggle in my hometown of Pittsburg. I want to use the knowledge and resources gained from my position as a program manager to help steer the African American Holistic Wellness Hub in a direction that' s inclusive to the needs of the African American Community. I have the experience with collaborating with the city and county of San Francisco to advocate for my clients and I will use that same drive and passionate to create the African American Holistic Wellness Hub. I recently completed training with the Trauma Healing Institute to become certified in adult and teen trauma. The African American community has been groomed to not address our trauma. However, with the skills I have gained through the Trauma Healing Institute I am able to work with individuals or groups who have trauma in the African America, LGTBQ+, transition-aged-youth, homeless, adopted, and formerly incarcerated adults and youth. I also served as the Co-Director of Children' s Ministry at Genesis Church from 2017-2019 and Director from 2019-2023. I currently serve as the Lead Youth Leader for our Teens Ministry Rooted at Genesis Church.
Resume is also attached.

I am including my resume with this application:

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

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 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 under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

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Signed: [redacted] **Date:** 8/18/23

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

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

I am interested in serving on this committee because I want to create a space for my African American community that's culturally appropriate in giving realistic and holistic healing and resources to support, heal, and empower. Contra Costa County does not have resources allocated towards the African American community and this wellness hub would do just that. I want my community to be represented and heard by someone who when they look at me, they can see themselves in the mirror. I have a passion for eliminating racial disparities within my African American community which has been my focus as a young child. My passion for black excellence and healing continued to grow as I matriculated through my undergraduate career at Dillard University as a student ambassador providing guidance and support to incoming students. After returning home from undergrad, I wanted to be able to give back to my community but did not see an avenue to create that space. The opportunity has arisen, and I want to become a member of the African American Holistic Wellness Hub Steering Committee.

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

I believe I am qualified for this appointment because of my current role working with a diverse community in San Francisco and my training in trauma healing. As a program manger for a nonprofit in San Francisco specifically in the South of Market (SOMA) and Tenderloin) area I see firsthand how limited resources catered to specific ethnicities affect their healing and more support is needed. My program grants the homeless population an avenue to get back on their feet with our permanent housing support and access to resources that are specific to their individual needs. I work with a diverse group of individuals on my team who have lived experience as well as clients who are in recovery and looking for a way out. Although I work in San Francisco, I see this same struggle in my hometown of Pittsburg. I want to use the knowledge and resources gained from my position as a program manager to help steer the African American Holistic Wellness Hub in a direction that's inclusive to the needs of the African American Community. I have the experience with collaborating with the city and county of San Francisco to advocate for my clients and I will use that same drive and passionate to create the African American Holistic Wellness Hub. I recently completed training with the Trauma Healing Institute to become certified in adult and teen trauma. The African American community has been groomed to not address our trauma. However, with the skills I have gained through the Trauma Healing Institute I am able to work with individuals or groups who have trauma in the African America, LGTBQ+, transition-aged-youth, homeless, adopted, and formerly incarcerated adults and youth. I also served as the Co-Director of Children's Ministry at Genesis Church from 2017-2019 and Director from 2019-2023. I currently serve as the Lead Youth Leader for our Teens Ministry Rooted at Genesis Church.

Resume is also attached.

Ashley J. Green, MSHCA

Contact

[redacted]

Education

Master of Health Care Administration, California State University, East Bay, Hayward, CA Class of 2019

Bachelor of Science in Biology minor in Chemistry, Dillard University, New Orleans, LA Class of 2017

Summary

A competent, hard-working, task and goal oriented driven professional healthcare worker. Proficient skills in managing projects as an individual and team player and builds successful professional relationships to support adherence to federal, state, and county regulations. Exception skills working with diverse and challenging environments, communication skills, and time management.

Experience

06/2022-Present
Manger of Problem-Solving Services • San Francisco, CA • Episcopal Community Services
Develop and propose to the Department of Homelessness and Supportive Housing programmatic and operational changes to support the San Francisco Homelessness Response System goals. Woth within and promote the integrated services team model in an environment dedicated to harm reduction, recovery, and wellness. Work with HSH and other community partners to expand the scope of Problem-Solving Services and other resources such as employment, benefits, and housing to San Francisco shelters.

09/2020-06/2022
Compliance Coordinator • **San Francisco, CA • HealthRIGHT360**
Responsible for quality assurance of charts. Provides training on updated policies and procedures from organizational, county, and state leadership. Perform onboarding training for new program staff. Support Program Director in ensuring staff productivity in policies and procedures. Works cohesively with the Compliance Director on ensuring agencies compliance standards.

12/2019-03/2020
Practice Coordinator II • San Francisco, CA • Covelo Group
Managed a large call volume with excellent customer service while scheduling, rescheduling, or cancelling appointments based on patient and radiology department availability. Received and processed external radiology orders for future scheduling.

02/2019-12/20219
ROI Specialist • San Francisco, CA • UCSF Medical Center
Performed data entry, record retrieval, and order processing by utilizing Epic Software and adhering to HIPAA guidelines. Maintained accuracy and security of protected health information. Identified new methods to optimize medical records management.

07/2018-10/2018
Internship/Capstone Project • Martinez, CA • Northern California Health Care System

Completed a space audit project for three outpatient clinics. Completed and submitted an executive summary identifying the ethical standards on the allocation of clinical and administrative space. Developed and finalized correspondence for Veterans, Non-Profit Organizations, VA and Non-VA Organizations, and local Congress Offices. Received clearance to engage in Incident Command Post Team, and Safety and Environmental Care Rounds briefings, activities, and drills. Attended and created agendas for Site Manager morning briefings and transcribed minutes for weekly supervisor briefings.

Key Skills

Oral and Written Communication
Project Management
Time Management
Problem Solving
Adaptability
Strong Work Ethics

Affiliations

National Association of Health Service Executives (NAHSE) -
Golden State Chapter (2017-2021)

- Student Liaison
- Events Coordinator
- Secretary

Northern California Chapter (2021-2022)

- Secretary

Community Service

Volunteer, Genesis Church Grocery Share Program, Antioch, CA
Trauma Healing Specialist (Adult and Teens)

References

Ceedral Armstrong
Director of Interim Housing
[redacted]

Roderrick Smith
Associate Director of Problem-Solving Services
[redacted]

Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Rohana | **Middle Initial** | **Last Name** Moore

Home Address - Street [redacted] | **City** Antioch | **State** CA | **Postal Code** 94509

Primary Phone (best number to reach you) [redacted] | **Email Address** [redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 5 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 4

Current Employer CA Department of Rehabilitation | **Job Title** CA Department of Rehabilitation | **Length of Employment** 9 months

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

Board, Committee, or Commission n/a | **Seat Name** n/a

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

Please check one: ☐ Yes ☑ No If Yes, how many? n/a

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	Degree Type/ Course of Study/Major	Degree Awarded	
U.C. Berkeley Extension	Human Resource Management	☑ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain: n/a

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☑ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

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

I am interested in serving on this particular board to offer recommendations of holistic and mental health needs from the perspective of a Contra Costa]County (and more specifically an Antioch CA) resident. As a resident of the 94509 area code, District 5 of Contra Costa County for nearly 2 decades, I would like to advocate for holistic wellness and accessibility and nurturing of our community.

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

I have successfully experienced holistic wellness support and resources provided by bay area recreation centers of the 1980's.

I have had the benefit of accessing resources committed to mental health well being and understand what access and resources may include.

My HR training and leadership experience from previous positions have prepared me to consider self awareness in leadership and communication. My previous role as a call center supervisor (18 years) has trained me to develop and coach a diverse audience from the Silent Generation to Generation Z, to respect people of all abilities, and to advocate equal treatment for everyone.

I am including my resume with this application:

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

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

n/a

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

n/a

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

Genesis Church: Food outreach ministry serving those experiencing food insecurity
Annual Community Support Month at Wells Fargo 2003 - 2021 (Socks and Undergarment fundraiser for the unhoused, the Crayon initiative, Cards for Kids

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ Yes ☑ No

If Yes, please identify the nature of the relationship: n/a

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: n/a

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Signed: [redacted] **Date:** 09/06/2023

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1025 Escobar Street, 1st Floor
Martinez, CA 94553

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Taylor | **Middle Initial** J | **Last Name** Sims

Home Address - Street | **City** Pittsburg | **State** CA | **Postal Code** 94565

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): 5 District Locator Tool

Do you work in Contra Costa County? ☑ Yes ☐ No **If Yes, in which District do you work?** 1

Current Employer RCF Connects - Program Director | **Job Title** RCF Connects - Program Directo | **Length of Employment** 1

How long have you lived or worked in Contra Costa County? 25 years

Board, Committee, or Commission African American Holistic Wellness Hub | **Seat Name** Steering Committee

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
San Francisco State University	Masters of Arts: Education - Equit	☑ Yes	☐ No
San Francisco State University	Bachelors of Arts: Sociology	☑ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

THIS FORM IS A PUBLIC DOCUMENT

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

A wellness HUB for African American Contra Costa county is very needed in our county. Black people are facing a lot and having a centralized HUB for support, healing, resources, and opportunities is powerful to create lasting change for our African American population. As you can see from my job and elected position, I am unapologetically Black and unapologetically an advocate for Black/African American people. I am dedicated to making change for our Black population and would love to continue to do so when accepted onto this board.

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

As the Director of the Equity of Black Women and Girls Initiative powered by RCF Connects, I am passionate about the overall wellbeing of Black/African American people. I am also on the Pittsburg School Board pushing for more programming for Black/African American scholars within our district.

I am including my resume with this application:

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

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:

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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:

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Signed: Taylor Sims **Date:** 08/29/2023

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[redacted]
Pittsburg, CA 94565
[redacted]
[redacted]

Taylor Sims

CAREER OBJECTIVE

To contribute to the success and long-term growth of the organization by capitalizing on my project management experience and applying my expertise in the various areas of organization to ensure the timely accomplishment of all identified goals and schedules.

EXPERIENCE

RCF Connects - Equity for Black Women and Girls Initiative, Contra Costa County — *Director*

JULY 2022 - PRESENT

- Responsible for planning, organization, and direction of the initiative's operations and programs.
- Develops and implements consistent equitable policies, procedures, and operational reporting/metrics.
- Oversees and reports on the initiatives's results for the board of directors.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Supervises the development of operations-based financial modeling.
- Participates in annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management.
- Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Lift Up Contra Costa, Contra Costa County — *Project Manager*

SEPT 2018 - JULY 2022

- Determine and define project scope and objectives, for review by coalition partners and Executive Director. Develop and manage a detailed project schedule and work plan
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed. Measure project performance to identify areas for improvement
- Event Management: Coordinate all aspects of events as assigned, including space, food, speakers, developing program, creating

social media plan, coordinating with coalition partners to ensure recruitment and turn out, coordinate debrief.
- Campaign support: provide logistics support to campaign events, field programs and endorsement programs. This may include tasks related to event management, preparing materials, coordinating participating and tracking results.
- Coalition Engagement and support: Recruit and coordinate a team of LUCC Coalition partners to support projects or events. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Build 1-1 relationships with coalition partners to deepen understanding of their connection to LUCC.
- Day to day operations

Pittsburg Unified School District, Pittsburg, CA — *Board Trustee*

DEC 2020 - PRESENT

- Starting conversations on discipline, achievement gap, and equity within the district within the first six months of being elected.
- Youngest Board member
- Won second seat with 7,959 votes against 4 other candidates.
- Coordinated my campaign's operations such as fundraising, advertising, polling, getting out the vote (with direct contact to the public), and other activities supporting the effort, directly.
- Endorsed by the California Democratic Party, Contra Costa Labor Council, Pittsburg City Council member Shanelle Scales-Preston, many other elected officials and community organizations.

EDUCATION

San Francisco State University, San Francisco, CA — *Master of Arts (M.A.) Education - Equity and Social Justice - Fall 2022*

San Francisco State University, San Francisco, CA — *Bachelor of Arts Sociology - Spring 2021*

Los Medanos College, Pittsburg, CA — *Associate of Arts Sociology - June 2019*

Los Medanos College, Pittsburg, CA — *Associate of Arts Liberal Arts, Behavioral Science and Social Science - June 2019*

AWARDS/ACCOMPLISHMENTS

Departmental Honors - Sociology

Game Changer Award 2022 - LeaderSpring

Instrumental in creating District 8 seat so a person of color/someone representative of the community could represent us.

Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Patt | **Middle Initial** | **Last Name** Young

Home Address - Street | **City** Pittsburg | **State** CA | **Postal Code** 94565

Primary Phone (best number to reach you) | **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): 5 District Locator Tool

Do you work in Contra Costa County? ☐ Yes ☐ No **If Yes, in which District do you work?**

Current Employer Senior Health Educator Specialist | **Job Title** Senior Health Educator Specialist | **Length of Employment** 5 years

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

Board, Committee, or Commission Ad-Hoc-Steering-Committee-for-Feasabilty African American Holistic Wellness Hub Steering Committee | **Seat Name**

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

Please check one: ☐ Yes ☑ No If Yes, how many?

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	Degree Type/ Course of Study/Major	Degree Awarded	
Mills College	BA English	☑ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?

☐ Yes ☐ No

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☑ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☑ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☑ No

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

My career has focused on the social determinants of health and the impact on health outcomes. As a Program Manager for Fetal Infant Mortality Review (FIMR) program I have extensive experience in research that illustrates the impact of race and ethnicity on health outcomes. It is well documented that African Americans and Native Americans have poor health outcomes including high rates of infant mortality based on historical disenfranchisement. I believe it is imperative the members of these groups are informed on how their race and ethnicity impacts their health and the importance of receiving culturally credible healthcare can impact outcomes. We have extensive data supporting the inequities in treatment, we are long overdue in designing and implementing systems of care that put into practice what we have learned from decades of data collection. I have an understanding of what is necessary to close gaps in outcomes and implement change.

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

Thirty plus years of collecting, reviewing date and implementing programs in Alameda and Contra Costa counties and as Coordinator for State of California Fetal Infant Mortality Review (FIMR) Training and Technical Support Program makes me an excellent candidate. I am acutely aware of the necessity of building social capital in those communities that remain disenfranchised with corresponding health inequities that underscore the need for change and innovation in the way African Americans receive healthcare. I also provided training on a national level in gathering data directly from community members to use as foundation for systemic changes aimed at reducing infant mortality a key indicator of a community's health. This was accomplished while working for the National Fetal Infant Mortality Review (NFIMR). Unfortunately due to lack of consistent community change inequities in health outcomes persist; hopefully this feasibility study can make long overdue changes to the delivery of care to African Americans

I am including my resume with this application:

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

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

I served as a Director on the Los Medanos Community Heathcare Board, Commissioner for City of Pittsburg Community Advisory Commission and Director for Contra Costa Water District Board

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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 ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Patt Young **Date:** 15 August 2023

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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 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.

Patt Young

[redacted] *Pittsburg, CA 94565*

Objective: Public service that enables me to give back and support my community with a focus on the most vulnerable in Contra Costa, notably African Americans and Native Americans. My ultimate goal is to improve health outcomes, quality of life and the environment.

Board of Directors Contra Costa Water District 06/22-Present

Board Member

- Operations and Engineering Committee
- Public Information and Conservation Committee
- Alternate member Los Vaqueros JPA Board
- Alternate member California African American Water Education Foundation Board

First Baptist Head Start Board of Directors 07/20-7/22

Board Member

- Personnel and Hiring Subcommittee

City of Pittsburg Community Advisory Commission

Chair and Commissioner 03/18-6/22

- Community Development Block Grant subcommittee (CDBG)
- Public Safety Subcommittee

Board of Directors Los Medanos Community Healthcare District (LMCHD) 08/17-03/22

Board Chair and Director

- Real Estate and Lead Committee Co-chair
- Community Garden Co-Chair
- Ad Hoc Recruitment Hiring Committee
- Ad Hoc Committee to Save LMCHD

National Survey on Drug Use and Health (NSDUH) 08/18-05/19

Field Interviewer

- Contact specific households in assigned areas to collect data and interview respondents

More Excellent Way (MEW) 07/12-09/19

Supervisor/Recruiter/Health Educator

- Supervise Lactation Peer Counselors
- Provide training and education to Peer Counselors
- Community Presentations
- Interview and recruit participants for program services

Contra Costa County Health Services 10/07-09/12

Senior Health Education Specialist/Project Coordinator/WIC Nutrition Assistant /Lactation Educator

- Develop and maintain program protocols and procedures for the review of cases according to State and national Fetal Infant Mortality Review (FIMR) guidelines
- Recruit, orient and support case review team
- Schedule, organize, and facilitates bi-monthly case review team meetings
- Coordinate activities of project staff including client interviews and medical record abstractions
- Establish systems to obtain individual case data including developing and negotiating agreements with hospitals and care providers authorizing access to medical records in order to conduct ongoing FIMR review.
- Abstract information from various data sources and summarizes the information for the case review team
- Analyze and evaluates FIMR case data and compiles recommendations for submission to State MCH Branch.
- Prepare status reports on progress towards accomplishing objectives for Mid-Year and Annual reports to the State MCH Branch.
- Present and distribute information related to FIMR findings and recommendations at local meetings of providers and advocacy coalitions.
- Provide training and education to local providers and advocacy groups on risk reduction for FIMR identified contributing factors to fetal and infant death

- Establish informational links with the Child Death Review Team, the Childhood Injury Prevention Coalition, Black Infant Health (BIH) Program and the Sudden Infant Death Syndrome (SIDS) Program
- Develop and facilitate program changes focusing on African American community for interconception care and education
- National FIMR consultant
- Provide health education updates and training for home visitors, program participants and case managers

The Perinatal Council 4/01-10/07

TPC is non-profit agency that works to support families by providing family advocacy, social support, and health education through a variety of home visiting programs with the ultimate goal of improving birth outcomes.

Program Coordinator/Supervisor

- Coordinate and supervise the delivery of prenatal outreach and tracking services through Black Infant Health
- Build community awareness regarding problems of poor birth outcomes in the African-American community;
- Develop and implement outreach strategies that inform African American women and their families of the health resources available to them
- Presentations to individuals, agencies and community groups
- Develop and implement program activities that will enrich and enhance the lives of women and their children
- Supervise Cal-Learn and Adolescent Family Life programs
- Develop health education curriculum promoting STD/HIV awareness and sexual responsibility targeting pregnant and parenting teens
- Review BIH, Cal-Learn and Adolescent Family Life Program activities to ensure scope of work met
- Implement appropriate interventions to support teens completing high school
- Provide ongoing review and analysis of agency data to identify community trends, strengths and areas for improvement
- Evaluate and revise program activities based on client data

Kaiser Permanente Health Education 5/99-12/06

The Health Education Department promotes wellness as the most effective way to keep members and communities healthy. The health education department strives to inspire people, inform their choices and improve health.

Health Educator

- Facilitate Lactation, Childbirth Preparation, STI, and HIV/AIDS classes
- Multi-session and one day intensive Childbirth Preparation courses for couples

- Healthy Beginnings prenatal classes
- Conduct needs assessment and evaluation of program; maintain findings
- Provide individual instruction and counseling as necessary
- Maintain knowledge of Kaiser and community resources to encourages utilization of and referral to resources
- Classes for Psss Research and STI prevention

University of California Berkeley Survey Research Center 8/96-9/99

Survey Worker

- Cold and scheduled calls to respondents
- Conduct Computer Assisted Telephone Interviews (CATI)
- Conduct face-to-face interviews
- Refusal conversions
- Log and distribute incentives when applicable

The Perinatal Network (RPPC) 1/91-3/01

The Regional Perinatal Program of California serves as facilitator in coordinating and supporting perinatal quality improvement within the Alameda/Contra Costa region and creates and supports education programs to address the needs of high risk mothers and infants in the region through needs assessments and dissemination of information.

State and Program Coordinator/ FIMR Interviewer

- Locate women who experienced fetal and infant deaths using vital records, county social service database, and community based organizations
- Conduct in home maternal interview
- Provide grief and bereavement support and education
- Medical and other referrals as needed
- Medical record abstraction
- Develop culturally appropriate materials and brochures
- Community presentations
- Compose case summaries for Case Review Team (CRT) review
- Create database for FIMR findings
- Track CRT findings and recommendations
- Community presentations and recruitment for CRT
- Develop SIDS risk reduction manual for Alameda County providers
- Develop interview tool and provide training for Maternal Interviewers
- Participate in CRT and Alameda County Community Action Team (CAT)
- Coordinate program activities for California FIMR Support Program, supervise admin staff
- Provide training and technical support to California's FIMR projects
- Coordinate and facilitate two yearly FIMR Coordinator meetings
- Aggregate and analyze data from FIMR jurisdictions for training needs and to identify state trends and possible interventions and campaigns

- Compile and disseminate bi-monthly Clearing House publication highlighting medical and social topics that impact infant morbidity and mortality
- Data analysis of FIMR data to identify local community trends for risk reduction and service design for service providers
- Coordinate and facilitate state Health Summits based on FIMR findings and emerging infant mortality research

Howard Daniel, MD and Berkeley Primary Care Access Clinic 1/86-5/89
5/89-1/91

Primary Care clinics with focus on maternal and infant health

CPSP Health Educator

- Administer health, nutrition and psychosocial assessments to prenatal patients
- Develop care plan using CPSP guidelines
- Provide health education to individuals and groups
- STI and HIV counseling
- Lactation education
- Track birth outcomes for clinic trends

Highland Hospital Clinics
7/83-5/89

Alameda County clinics provide health care and health education services to low income and uninsured persons.

Lactation Counselor

- Provide lactation education classes in clinic setting
- Provide lactation education, support and assistance to all inpatient postpartum women
- Home visits and telephone counseling for up to 3 months
- Develop, coordinate and supervise Alameda County Breastfeeding Peer Counseling Project

Education
Mills College, Oakland, CA
Bachelor of Arts, Major: English

Technical Skills
Microsoft Word, Excel, Power Point, Publisher, SPSS, data entry, BIH MIS, Lodestar, literature review, and internet research

Professional/Training

Certified Lactation Educator
Certified to provide HIV/AIDS counseling
National FIMR trainer for Maternal Interviewing and FIMR methodology

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-605 **Agenda Date:** 10/17/2023 **Agenda #:** C.14.

To: Board of Supervisors

From: Candace Andersen, District II Supervisor

Report Title: APPOINTMENT TO THE COUNTY SERVICE AREA P-2A CITIZENS ADVISORY COMMITTEE

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

APPOINT Linda Vaughn, Blackhawk resident, to the Alternate Seat on the County Service Area P-2A Citizens Advisory Committee to a term with an expiration date of December 31, 2024, as recommended by Supervisor Candace Andersen.

FISCAL IMPACT:

None

BACKGROUND:

The County Services Area P-2A Citizens Advisory Committee advises the Board of Supervisors on the needs of the Blackhawk community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, litter control, and other issues.

The newly created seat was advertised, several applications were received, Supervisor Andersen met with each applicant and has selected Ms. Vaughn, who she feels will make a positive addition to the committee.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

File #: 23-606 **Agenda Date:** 10/17/2023 **Agenda #:** C.15.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Reclamation District 2117 (Coney Island) Board of Trustees Appointments

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPOINT, in lieu of election, Joyce Speckman and Kent L. Kiefer to the Board of Trustees of Reclamation District No. 2117 (Coney Island) for terms ending December 2027.

FISCAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors received correspondence from Dante Nomellini, District Secretary and Counsel for Reclamation District 2117 (Coney Island), requesting appointments to the Board of Trustees of the District in lieu of election. Mr. Nomellini reports that pursuant to a notice calling for nomination petitions for two positions on the Board of Trustees, the District received two nomination petitions. No petition requesting an election has been received. Therefore, no election will be conducted and at this time the District requests that the Board of Supervisors appoint Joyce Speckman and Kent L. Kiefer to the Board of Trustees of Reclamation District 2024, for terms ending December 2027.

CONSEQUENCE OF NEGATIVE ACTION:
The proposed nominees to the Board of Trustees for Reclamation District 2117 would not be approved, which may hinder the Board of Trustees in achieving a quorum and conducting District business.

RECLAMATION DISTRICT NO. 2117
(Coney Island)
235 East Weber Avenue
P. O. Box 1461
Stockton, California 95201
(209) 465-5883
FAX: (209) 465-3956

RECEIVED
SEP 22 2023
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

Trustees
Joyce Speckman
Sandy Speckman Kiefer
Kent L. Kiefer

Secretary and Attorney
Dante John Nomellini

Engineer
Christopher Neudeck
Kjeldsen, Sinnock & Neudeck

September 20, 2023

Board of Supervisors
Contra Costa County
651 Pine Street
Martinez, California 94553

Re: Reclamation District No. 2117
Appointment of Trustees

Dear Board of Supervisors:

Pursuant to Notice Calling for Nomination Petitions for two (2) vacancies on the Board of Trustees, the District received nomination petitions from Joyce Speckman and Kent L. Kiefer. No petition requesting an election has been received. The Board of Trustees of the District requests that at the next regular meeting of the Board of Supervisors you appoint the nominees to fill the vacancies as follows:

Joyce Speckman for the term ending December, 2027
Kent L. Kiefer for the term ending December, 2027

Yours very truly,

RECLAMATION DISTRICT NO. 2117

DANTE JOHN NOMELLINI
Secretary and Counsel

/ju

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-607 **Agenda Date:** 10/17/2023 **Agenda #:** C.16.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Reclamation District 799 (Hotchkiss Tract) Board of Trustees Appointments

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPOINT, in lieu of election, David Senior to serve on the Board of Trustees of Reclamation District 799 (Hotchkiss Tract) for a term of four years commencing December 2023 and ending December 2027, as recommended by the County Administrator.

FISCAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors received correspondence from Dina Holder, District Secretary for Reclamation District 799, requesting appointments to the Board of Trustees of the District in lieu of election. Ms. Holder reports that the Board of Trustees of the District, at its regular meeting on July 27, 2023, adopted a resolution to call for an all-mailed ballot election to fill two four-year terms that are set to expire in December 2023. Subsequent to posting the notice calling for nominations, the District received only two filing petitions, one from Richard Kent and one from David Senior. Therefore, the District election scheduled for November 14, 2023 is uncontested and no election will be conducted. The District originally requested that the Board of Supervisors appoint Richard Kent and David Senior to four-year terms each on the Board of Trustees of Reclamation District 799. However, after that request was made Richard Kent submitted his resignation effective immediately. The Board of Supervisors received subsequent correspondence from Dina Holder requesting that the Board of Supervisors thus only appoint David Senior to the Board of Trustees of Reclamation District 799 for a term of four years, commending in December 2023 and ending December 2027.

CONSEQUENCE OF NEGATIVE ACTION:
The proposed nominees to the Board of Trustees for Reclamation District 799 (Hotchkiss Tract) would not be approved, which may hinder the Board of Trustees in achieving a quorum and conducting the District's business.

Reclamation District 799 (Hotchkiss Tract)

PO Box 353
6325 Bethel Island Road, Bethel Island, CA 94511
Phone: 925-684-2398 Fax: 925-684-2399
Website: www.rd799.com
Email: dinard799@outlook.com

Board of Trustees:
President – Jim Price
& Trustees: Arthur John Hanson, Richard Kent, Walter Pierce, and Irene Ydens

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October 4, 2023

Contra Costa County Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Honorable Board of Supervisors:

I am the District Secretary of Reclamation District 799 (hereinafter "District").

At the July 27, 2023 regular meeting of the Board of Trustees of Reclamation District 799, the board adopted Resolution 2023-9 "Directing an All Mailed Ballot Election" (see attached Resolution 2023-9) as two trustee terms are set to expire in December 2023.

A Notice Calling for Nominations ("Notice") was posted on August 31, 2023, in various locations around the District, at the Bethel Island Post Office and on the District's web site (www.rd799.com). The Nomination period ended on Thursday, September 21, 2023 at 5:00 pm.

At the close of the Nomination period, the District had only received two completed Official Filing Petitions; one for Richard Kent and one for David Senior (see attached Official Filing Petitions).

Therefore, the all mailed ballot District election scheduled for November 14, 2023 is uncontested and no election will be conducted.

Since our previous letter to you dated September 25, 2023 requesting that the Board of Supervisors appoint Richard Kent and David Senior to the Board of Trustees of Reclamation District 799, Richard Kent has submitted his resignation effective immediately. Therefore, we are now requesting that the Board of Supervisors appoint David Senior to the Board of Trustees of Reclamation District 799 for a term of four years, commencing in December 2023 and that this appointment take place at the next Board of Supervisors meeting.

Thank you very much for your courtesy and cooperation.

Dina Holder
District Secretary
Reclamation District 799

Enclosures

cc: Contra Costa County Registrar of Voters
Contra Costa County Counsel

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-608 **Agenda Date:** 10/17/2023 **Agenda #:** C.17.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Reclamation District 800 (Byron Tract) Board of Trustees Appointments

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPOINT, in lieu of election, Tom Judge, David Harris, and Tim Bubniak to the Board of Trustees of Reclamation District No. 800 (Byron Tract) for terms ending December 2027.

FISCAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors received correspondence from Ashley Fritze, District Secretary for Reclamation District 800 (Byron Tract), requesting appointments to the Board of Trustees of the District in lieu of election. Ms. Fritze reports that the number of valid petitions received did not exceed the number of positions available. Therefore, no election will be conducted and at this time the District requests that the Board of Supervisors appoint Tom Judge, David Harris, and Tim Bubniak to the Board of Trustees of Reclamation District 800, for terms ending December 2027.

CONSEQUENCE OF NEGATIVE ACTION:
The proposed nominees to the Board of Trustees for Reclamation District 800 would not be approved, which may hinder the Board of Trustees in achieving a quorum and conducting District business.

P.O. Box 262
1540 Discovery Bay Blvd., Ste. "A"
Discovery Bay, CA 94514

Office: 925-634-2351
Fax: 925-634-2089
Web: www.rd800.org

RECEIVED
SEP 26 2023
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

September 19, 2023

Clerk of the Board
Contra Costa County Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553-1293

RE: Reclamation District 800

Reclamation District 800 had the intention of holding an election for three trustee positions in November 2023. The number of valid petitions received did not exceed the number of positions available, therefore the District will not be holding an election. Please appoint the following candidates to the Reclamation District 800 Board of Trustees:

Tom Judge (incumbent) (4 year term)
David Harris (incumbent) (4 year term)
Tim Bubniak (incumbent) (4 year term)

Please call Reclamation District 800 at (925) 634-2351 with any questions.

Thank you,

Ashley Fritze
District Secretary | Reclamation District 800

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-609 **Agenda Date:** 10/17/2023 **Agenda #:** C.18.

To: Board of Supervisors

From: Diane Burgis, District III Supervisor

Report Title: Reappointment to Economic Opportunity Council

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
REAPPOINT LaTonia Peoples-Stokes to the District 3 seat on the Economic Opportunity Council to a term expiring June 30, 2025, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:
None.

BACKGROUND:
None.

CONSEQUENCE OF NEGATIVE ACTION:
This seat would remain vacant.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-610 **Agenda Date:** 10/17/2023 **Agenda #:** C.19.

To: Board of Supervisors

From: Federal D. Glover, District V Supervisor

Report Title: REAPPOINT Robert Lilley to the Assessment Appeals Board to the District V Seat

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
REAPPOINT Robert Lilley to the District V Representative Seat of the Assessment Appeals Board for a term ending September 7, 2026, as recommended by Supervisor Federal D. Glover.

FISCAL IMPACT:
None.

BACKGROUND:
The Assessment Appeals Board is established to assess and equalize the valuation of the taxable property in the County for the purpose of taxation; and to perform all duties required by the State Board of Equalization and State law.

CONSEQUENCE OF NEGATIVE ACTION:
Position would remain vacant.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-611 **Agenda Date:** 10/17/2023 **Agenda #:** C.20.

To: Board of Supervisors

From: Karen Caoile, Director of Risk Management

Report Title: Advisory Council on Equal Employment Opportunity Resignations

☐Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:
ACCEPT the resignations of Angela Malala, Community Seat 2, and Stephen Langsam, Business Seat, on the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE the vacancies on the Council. DIRECT the Clerk of the Board to post the vacancies as recommended by the ACEEO.

FISCAL IMPACT:
None

BACKGROUND:
The Advisory Council on Equal Employment Opportunity was established in July 1991 to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan. Their goal was to review the Affirmative Action Program and recommend actions to facilitate attainment of the County's goal for affirmative action. The Council is composed of 13 members, and a Board committee reviews nominations to all seats except those designated for County managers and labor unions. Terms of office for seats reviewed by the Board Committee are three years. Angela Malala and Stephen Langsam are no longer available to serve on the committee.

CONSEQUENCE OF NEGATIVE ACTION:
The ACEEO will not be able to staff the vacant seats as required by County policy.

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

LABOR-TRADE MEMBER SEAT
VACANT
Appointed:
Expires: November 30, 2023

COMMUNITY MEMBER SEAT #1
VACANT
Appointed: February 9, 2021
Expires: November 30, 2023

COMMUNITY MEMBER SEAT #2
Angela Malala
Appointed: July 28, 2020
Expires: November 30, 2023

COMMUNITY MEMBER SEAT #3
Eric Maldonado
Appointed: June 7, 2021
Expires: November 30, 2025

COMMUNITY MEMBER SEAT #4
Miguel Mauricio
Appointed: April 12, 2022
Expires: November 30, 2024

MANAGEMENT MEMBER SEAT #1
Lara Delaney
Appointed: September 13, 2021
Expires: November 30, 2025

MANAGEMENT MEMBER SEAT #2
Amrita Kaur
Appointed: September 13, 2021
Expires: November 30, 2024

BUSINESS MEMBER SEAT
Stephen Langsam
Appointed: June 13, 2023
Expires: November 30, 2024

EDUCATION MEMBER SEAT
Roosevelt Gipson, Jr
Appointed: December 1, 2019
Expires: November 30, 2025

DISABILITY SEAT
VACANT
Appointed:
Expires: November 30, 2025

UNION MEMBER SEAT #1
Fabiola Quintero
Appointed: April 12, 2022
Expires: November 30, 2024

UNION MEMBER SEAT #2
VACANT
Appointed:
Expires: November 30, 2025

VETERAN'S SEAT
Leonard Ramirez
Appointed: April 12, 2022
Expires: November 30, 2024

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-612 **Agenda Date:** 10/17/2023 **Agenda #:** C.21.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Declare Contra Costa Council on Homelessness Vacancies

RECOMMENDATIONS:
ACCEPT the resignations of Teri House and Margaret Schlitz as of November 3, 2023, DECLARE vacant the Council on Homelessness City Government Seat and Behavioral Health Representative seats on November 3, 2023, and DIRECT the Clerk of the Board to post the vacancies as recommended by the Health Services Director.

FISCAL IMPACT:
There is no fiscal impact for these actions.

BACKGROUND:
On July 25, 2023, Teri House notified staff via email that, as part of her broader retirement plan, she will be resigning from her City Government Seat on November 3, 2023, a little more than one year earlier than the seat would normally expire. Teri has served on the Contra Costa Council on Homelessness since its inception in the 1990s.

On August 14, 2023, Margaret Schlitz notified staff via email that, due to a change in her workload, she will be resigning from her Behavioral Health Representative seat on November 3, 2023, a little more than one year earlier than the seat would normally expire. Margaret has served on the Contra Costa Council on Homelessness since January 1, 2021.

The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness (hereinafter referred to as the Council). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long-range planning and policy formulation of homeless issues in Contra Costa County. The Council serves as the governing body for the Contra Costa County Homelessness Continuum of Care. The Council also provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and provide the Contra Costa County Board of Supervisors and Continuum of Care lead agency (Contra Costa Health Services' Health, Housing & Homeless Services Division) on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

CONSEQUENCE OF NEGATIVE ACTION:
The Contra Costa Council on Homelessness will not be able to appoint a new City Government or Behavioral Health representatives if the seats are not vacated.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-613 **Agenda Date:** 10/17/2023 **Agenda #:** C.22.

To: Board of Supervisors

From: Federal D. Glover, District V Supervisor

Report Title: Resignation from the Rodeo Municipal Advisory Council

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the resignation of Theresa Foglio-Ramirez, DECLARE a vacancy in the District V Seat 4 on the Rodeo Municipal Advisory Council, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Federal D. Glover.

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 seat would remain vacant.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-614 **Agenda Date:** 10/17/2023 **Agenda #:** C.23.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Vacancy on the Contra Costa Commission for Women and Girls

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ACCEPT the resignation of Shailaja Dixit, DECLARE a vacancy in the At-Large 8 Seat on the Contra Costa Commission for Women and Girls, and DIRECT the Clerk of the Board to post the vacancy.

FISCAL IMPACT:
None.

BACKGROUND:
The Contra Costa Commission for Women and Girls (CCCWG) was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County." The Commission consists of 15 members and one Alternate At-Large member including: five district representatives (one from each supervisorial district), ten At-Large members, and one Alternate. The five district representatives are nominated for a four year term by each member of the Board of Supervisors. The ten At-Large members and the one alternate are nominated by the CCCWG Membership Committee and forwarded to the full CCCWG. The full CCCWG then makes appointment recommendations to the Family and Human Services Committee. All Commission seat terms are for a period of four (4) years with staggered expiration dates.

Ms. Dixit notified staff of her resignation from the commission on September 29, 2023. The seat's term is scheduled to end in 2024.

CONSEQUENCE OF NEGATIVE ACTION:
The seat will not be declared vacant and a new appointment to the position would not be able to be made. This could cause issues with achieving quorum for the Commission and potentially impact their ability to hold meetings.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-615 **Agenda Date:** 10/17/2023 **Agenda #:** C.24.

To: Board of Supervisors

From: Monica Nino, County Administrator

Report Title: Board Members Meeting Reports for September 2023

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT Board members meeting reports for September 2023.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging et cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. District I and V have nothing to report.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

Supervisor Candace Andersen, District 2 – AB1234 Monthly Meeting Report *September 2023*

Date	Meeting Name	Location
14	Visit TriValley	Livermore
14	East Bay EDA	Oakland

Supervisor Diane Burgis - September 2023 AB1234 Report

(Government Code Section 53232.3(d) requires that members legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging, etc).

Date	Meeting Name	Location	Purpose
12-Sep	Board of Supervisors Meeting	Martinez	Meeting
13-Sep	CCTA Meeting	Walnut Creek	Meeting
14-Sep	SR4BPA	Antioch	Meeting
19-Sep	Board of Supervisors Meeting	Martinez	Meeting
21-Sep	Delta Protection Commission	Stockton	Meeting
23-Sep	Girls in Aviation Day	Concord	Event
27-Sep	Tri-Delta Transit	Antioch	Meeting

* Reimbursement may come from an agency other than Contra Costa County

Supervisor Ken Carlson - September 2023 AB1234

(Government Code Section 53232.3(d) requires that members legislative attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
6-Sep	Mental Health Commission	Martinez
9-Sep	Moonlight on the Mountain	Danville
11-Sep	Meeting with County Administrator, Monica Nino	Martinez
11-Sep	Legislation Committee Meeting	Martinez
12-Sep	Board of Supervisors Meeting	Martinez
18-Sep	Head Start Committee Meeting	Martinez
19-Sep	Board of Supervisors Meeting	Martinez
23-Sep	Martinez Pride Celebration	Martinez
25-Sep	Family & Human Services Committee Meeting	Martinez

* Reimbursement may come from an agency other than Contra Costa County

Report bodies report on meetings meals, lodging, etc).
Purpose
Decision on Agenda Items
Community Outreach
Monthly Briefing
Decision on Agenda Items
Decision on Agenda Items
Decision on Agenda Items
Decision on Agenda Items
Community Outreach
Decision on Agenda Items

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-616 **Agenda Date:** 10/17/2023 **Agenda #:** C.25.

To: Board of Supervisors

From: Kristin Connelly, Clerk-Recorder

Report Title: Agreement for Polling Site at Blackhawk Country Club for November 5, 2024 General Election

RECOMMENDATIONS:
APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with the Blackhawk Country Club at a cost of $250.00 to rent the Falls Banquet Room for the November 5, 2024 Presidential General Election.

FISCAL IMPACT:

$250 for room rental. 100% General Fund.

BACKGROUND:

The Elections Division of the Clerk-Recorder's office will provide 153 polling places throughout the County for the November 5, 2024 Presidential General Election. Sites that will be utilized include the Falls Banquet Room at the Blackhawk Country Club in Danville, California. The Facility Rental Agreement and Use Agreement for this site contains an indemnification and hold harmless provision, whereby the County agrees to indemnify and hold harmless the Blackhawk Country Club for use of this site as a voting location. For election day voting, the agreement provides the County with use of the Falls Banquet Room on November 5, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

The Elections Office will not be able to use this site as a voting location.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-617 **Agenda Date:** 10/17/2023 **Agenda #:** C.26.

To: Board of Supervisors

From: Kristin Connelly, Clerk-Recorder

Report Title: Agreement for Polling Site in the City of Brentwood for March 5, 2024 Primary Election

RECOMMENDATIONS:

APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with the City of Brentwood at no cost to rent the Brentwood Community Center for the March 5, 2024 Presidential Primary Election.

FISCAL IMPACT:

None.

BACKGROUND:

The Elections Division of the Clerk-Recorder's office will provide 153 polling places throughout the County for the March 5, 2024 Presidential Primary Election. Sites that will be utilized include the Brentwood Community Center in the City of Brentwood. The Facility Rental Agreement and Use Agreement for this site contains an indemnification and hold harmless provision, whereby the County agrees to indemnify and hold harmless the City of Brentwood for use of this site as a voting location. For early voting and election day voting, as well as set up and take down of voting equipment, the agreement provides the County with use of the Brentwood Community Center from February 29, 2024 through March 5, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

The Elections Office will not be able to use this site as a voting location.

☒Recommendation of the County Administrator

☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-618 **Agenda Date:** 10/17/2023 **Agenda #:** C.27.

To: Board of Supervisors

From: Kristin Connelly, Clerk-Recorder

Report Title: Agreements for Multiple Polling Sites for the March 5, 2024 Primary Election and November 5, 2024 General Election

RECOMMENDATIONS:

APPROVE AND AUTHORIZE the Clerk-Recorder, or designee, to execute contracts with the following agencies, at no cost, to host voting locations for the March 5, 2024 Presidential Primary Election and the November 5, 2024 Presidential General Election:

- City of Hercules for the Hercules Community Center Resource Room;
- Acalanes Union High School District for the Acalanes High School Theater Lobby and the Las Lomas High School Theater Lobby;
- City of San Ramon for the Amador Rancho Community Center and the Community Center at Central Park.

FISCAL IMPACT:

None.

BACKGROUND:

The Elections Division of the Clerk-Recorder's office will provide 153 polling places throughout the County for the March 5, 2024 Presidential Primary Election and the November 5, 2024 Presidential General Election. Sites that will be utilized include the Hercules Community Center, the Acalanes High School Theater Lobby, the Las Lomas High School Theater Lobby, the Amador Rancho Community Center, and the Community Center at Central Park in San Ramon.

The Facility Rental Agreement and Use Agreement for these sites contains an indemnification and hold harmless provision, whereby the County agrees to indemnify and hold harmless the contractors for use of their sites as a voting locations. For election day voting, the agreement provides the County with use of these sites on March 5, 2024 and November 5, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

The Elections Office will not be able to use the sites as a voting locations.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-619 **Agenda Date:** 10/17/2023 **Agenda #:** C.28.

To: Board of Supervisors

From: Kristin Connelly, Clerk-Recorder

Report Title: Dominion Voting Systems Contract Amendment

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract amendment effective June 1, 2022 with Dominion Voting Systems, Inc., to increase the payment limit by $1,000,000 to a new payment limit of $7,750,000 with no change in the term March 1, 2018 through December 31, 2023 for additional ballot scanners and voting system enhancements.

FISCAL IMPACT:
$1,000,000. 100% County General Fund, within the department's operating budget.

BACKGROUND:
The Clerk-Recorder has been in contract with Dominion Voting Systems, Inc., since March of 2018 for procurement, warranty, licensing, and service of the County's Voting System equipment. In October 2018, the Department amended its agreement with Dominion Voting Systems, Inc., to replace its 12-year-old vote counting system with a modern tabulation system and equipment utilizing up-to-date technology. In February 2020, the Department again amended the agreement for the purchase of two high speed ballot scanners for additional ballot counting and business continuity. In January 2022, the Department again amended the agreement to include additional voting systems enhancements and related services, including a remote accessible vote by mail system designed for use by both military and overseas voters and voters with disabilities.

This agreement's prior amendments did not increase the payment limit to account for the additional services and equipment. The County has already processed approximately $800,000 in charges beyond the agreement's payment limit. This proposed amendment would be retroactive to June 2022, to reflect when the agreement's payment limit was exceeded, and will provide sufficient authorization to pay for all outstanding charges and contingent costs through the remainder of the agreement's term, which will end on December 31, 2023. The Department intends to execute a new contract effective January 1, 2024 with Dominion Voting Systems to ensure uninterrupted procurement, warranty, licensing, and service of the County's Voting System equipment during the 2024 Primary and General Elections and beyond.

CONSEQUENCE OF NEGATIVE ACTION:
The Clerk-Recorder would be unable to pay for services already rendered through the contract, potentially exposing the County to legal action by the vendor, and liability for the Department being out of compliance

with the statutory requirement of continuously operating a certified voting system.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-620 **Agenda Date:** 10/17/2023 **Agenda #:** C.29.

To: Board of Supervisors

From: John Kopchik, Director, Conservation and Development

Report Title: Household Hazardous Waste Grant Program

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

AUTHORIZE the Conservation and Development Director, or designee, to sign a letter authorizing the Delta Diablo Sanitation District (DDSD) to submit a regional household hazardous waste grant application up to $100,000 to the California Department of Resources Recycling and Recovery (CalReycle) and act as the lead agency to implement the grant on behalf of the County as one of the participating jurisdictions, in addition to the Cities of Antioch, Brentwood, Oakley, and Pittsburg, to help pay for proper disposal of marine flares.

FISCAL IMPACT:

There is no impact to the County's General Fund. If funding is awarded to DDSD for this regional grant, it would fully fund the necessary expenses to hold marine flare collection events and conduct the associated outreach and education.

BACKGROUND:

There is a grant opportunity being offered by CalRecycle that is able to fund the collection and disposal of expired marine flares. This grant is designed for smaller projects that complement existing and/or regional household hazardous waste (HHW) programs in California. DDSD operates the East County HHW facility, partnering with the Cities of Antioch, Brentwood, Oakley, and Pittsburg, as well as the County. This partnership helped establish and build the HHW facility that serves East County residents.

CalRecycle offers the HHW grant program pursuant to Section 47200(a) of the Public Resources Code. The purpose of the HHW grant program is to assist local governments in safely implementing HHW programs, which may include public education, source reduction, reuse, recycling, load checking, and collection components. Approximately $1.0 million in funding is available for Fiscal Year 2023/24 Small Project Grants. Regional groups (two or more cities/counties) may request up to $100,000 for small projects that complement existing and/or regional HHW programs. DDSD is submitting a regional grant application as the lead agency that will act on behalf of itself and participating agencies with jurisdiction in East County. In order to complete the application process for regional grants, the lead agency is required to submit authorization letters signed by each participating agency. If DDSD is awarded this regional grant, the term will be approximately December

2023 through February 2027. The letter would authorize DDSD to submit the regional grant application and act as the lead agency on behalf of the County, as a participating agency, as well as authorize DDSD to execute all documents necessary to implement the grant.

DDSD's HHW service area covers all of East County and borders the Delta and its associated waterways, home to significant recreational boaters. In the unincorporated East County area, from Bay Point to Byron, there are approximately 40 private marinas (does not include marinas within city limits). All the marinas have on-water boat berths/slips, and many have dry land storage as well. Many recreational boaters are required to possess marine flares in the event a vessel may need to signal for emergency response. Because the most common flares have a mandated 42-month expiration date from the date of manufacture, these flares need to be replaced after approximately three boating seasons. East County has the highest concentration of marinas and therefore has the highest need for boaters to properly dispose of expired marine flares. If DDSD receives this regional grant, it will determine and implement the safest and most cost-effective methods for collecting marine flares. In collaboration with the District's HHW agency partners (Antioch, Brentwood, Oakley, Pittsburg, and the County), DDSD intends to hold several marine flare collection events for local recreational boaters and conduct associated education and outreach.

Expired marine flares pose significant disposal challenges for local boat owners. Through this recent CalRecycle HHW Grant Program, proper marine flare disposal has expanded across the state's recreational boating communities. Prior to DDSD receiving a grant through the last HHW Grant cycle (FY2020-21), there were only a few collection sites in California that accepted and disposed expired marine flares, none of which were located in Contra Costa County. In the prior grant cycle, the West County HHW facility applied for and was awarded grant funding to help dispose marine flares for the communities it serves.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not authorize the Director of Conservation and development, or designee, to sign the letter authorizing DDSD to submit this regional grant application on the County's behalf, then unincorporated area boaters/marinas would not be eligible to participate in special events to properly dispose of their expired marine flares.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-621 **Agenda Date:** 10/17/2023 **Agenda #:** C.30.

To: Board of Supervisors

From: John Kopchik, Director, Conservation and Development

Report Title: California Air Resources Board Planning and Capacity Building Grant Program

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to apply for and, should the application be successful, accept an amount not to exceed $500,000 from the Fiscal Year 2022-23 California Air Resources Board Planning and Capacity Building Grant program for the Byron Community Active Transportation Improvements Study.

FISCAL IMPACT:
None to the General Fund. Staff time for recommended activities is covered under existing budgets (50% Road Fund and 50% Measure J Fund). No local match is required.

BACKGROUND:
On August 7, 2023, the California Air Resources Board (CARB) released final grant guidelines and a call for proposals for the 2022-23 Planning and Capacity Building Grant Program. The grant program will provide funding for local and regional planning activities that increase transportation equity and achieve a community's vision, including but not limited to projects focused on clean mobility transportation planning, community transportation needs assessments, community capacity building, outreach, workforce training and development, ongoing technical assistance, and other critical community-led clean mobility investment needs. A grant requirement for government agencies that apply for funding as a "Lead Applicant" is to partner with at least one community-based organization to be a "Sub-Applicant" on the study. The maximum grant award is $500,000 and no local match is required.

The grant program application process consists of two steps: a "Concept Phase" and a "Full Application Phase." The Concept Phase is where applicants submit a preliminary proposal to be evaluated by CARB for eligibility with grant guidelines and objectives. Applicants who meet minimum eligibility requirements will subsequently be invited to participate in the Full Application Phase, where they will submit a more comprehensive proposal for consideration for grant funding. Concept Phase applications were due by September 8, 2023, and Full Application Phase applications are due by November 3, 2023.

Department of Conservation and Development (DCD) staff identified one proposal to submit to the grant program, based on its perceived success relative to grant program objectives and recommendations identified in

previous planning efforts. The proposal, titled the Byron Community Active Transportation Improvements Study, will evaluate the implementation of enhanced bike and pedestrian facilities, including sidewalks, crosswalks, and Class IV separated bike facilities, on the following roadways in the Byron area: 1) a segment of Byron Highway between State Route 4 and Camino Diablo and 2) Holway Drive and Main Street within Byron. These roadway segments are identified for future bicycle and pedestrian improvements in both the County's Active Transportation Plan and the Vision Zero Report. The total estimated cost to conduct the study is $500,000.

DCD staff submitted a preliminary proposal to CARB during the Concept Phase and was selected to participate in the Full Application Phase. As required by the grant program, during development of the proposal for the Concept Phase, DCD staff secured two community-based organizations that serve the Byron Area to be the Sub -Applicants for the proposed study:

1. Village Community Resource Center
2. Friends of Byron

In addition, Bike East Bay, another community-based organization, agreed to be a “Community Partner” on the proposed study.

CONSEQUENCE OF NEGATIVE ACTION:
County staff will not apply for the Fiscal Year 2022-23 California Air Resources Board Planning and Capacity Building Grant program and forgo this potential funding opportunity.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-580 **Agenda Date:** 10/17/2023 **Agenda #:** C.31.

To: **Board of Supervisors**

From: Monica Nino, County Administrator

Report Title: Side Letter to AFSCME, Local 1 for a Hiring and Retention Incentive

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT a resolution approving the Side Letter between Contra Costa County and AFSCME, Local 1, on behalf of its Community Services Bureau Unit and Community Services Bureau Site Supervisors Unit, providing for a hiring incentive for specified Head Start teaching staff in the Community Services Bureau.

FISCAL IMPACT:
This action will be funded with additional federal revenue of $2,773,200, which is 100% Federal funded by the Administration for Department of Health and Human Services - Children and Families (ACF). Additional revenue and expenditures will be reflected in future Appropriations and Revenue Adjustments.

BACKGROUND:
The core function of the County's Head Start program is to provide services directly to students in a classroom setting. As is the case with many programs of its type, the County's Head Start Program continues to have a high vacancy rate, hovering around 28%, which can lead to issues with service delivery.

The County is committed to taking measures to strengthen this program by ensuring that classrooms are filled with qualified staff who can provide services to children and families. The County is proposing a series of aggressive hiring and retention bonuses for CSB teaching staff. The incentive structure will apply to employees in the following classifications:

Associate Teacher-Project (CJW1)
Infant Toddler Master Teacher-Project (CJT2)
Infant Toddler Associate Teacher-Project (CJW2)
Infant Toddler Teacher-Project (CJN2)
Master Teacher-Project (CJT1)
Teacher-Project (CJN1)
Site Supervisor I - Project (CJH2)
Site Supervisor II - Project (CJG1)
Site Supervisor III - Project (CJF1)
Teacher-Project Substitute (CJN3)

Associate Teacher-Project Substitute (CJW3)
Teacher Assistant Trainee-Project (CJK1)

Under this Side Letter, new employees will be eligible for a hiring incentive of up to $6,000. Half of the amount will be payable upon hire and the other half will be paid following the completion of four months of service.

Current employees will be eligible to earn up to a total of $12,000 in retention incentives. The first $6,000 incentive will be paid on the November 10 pay warrant to individuals meeting the specified eligibility criteria. The second $6,000 payment will be made on the July 10, 2024 pay warrant for individuals who meet the specified service requirements.

CONSEQUENCE OF NEGATIVE ACTION:
The County will be unable to recruit and retain qualified teaching staff, which may jeopardize the County's compliance with Head Start program requirements.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF the Side Letter Agreement between the Contra Costa County and AFSCME, Local 1 on behalf of its Community Services Bureau Unit and Community Services Bureau Site Supervisors Unit, providing for a hiring and retention incentive.

The Contra Costa County Board of Supervisors acting in its capacity as the governing board of the County of Contra Costa RESOLVES THAT:

Effective upon adoption by the Board of Supervisors, the Side Letter of Agreement dated September 28, 2023 between Contra Costa County and AFSCME, Local 1 on behalf of its Community Services Bureau Unit and Community Services Bureau Site Supervisors Unit, regarding hiring and retention incentives for certain specified staff, be ADOPTED.

SIDE LETTER AGREEMENT

BETWEEN CONTRA COSTA COUNTY & PEU AFSCME, LOCAL ONE

This Side Letter is by and between Public Employees Union AFSCME, Local One, on behalf of its Community Services Bureau Unit and Community Services Bureau Site Supervisor Unit, and Contra Costa County (County) and is effective immediately following approval of the Board of Supervisors. The Parties agree to the following terms for the listed eligible Unit classifications regarding an incentive plan which includes hiring and retention incentive payments as defined below:

A. Eligible Employee Classifications: The hiring incentive and retention incentive payments provided in this Side Letter apply only to project or temporary employees in the following classifications:

I. Associate Teacher-Project (CJW1)
II. Infant Toddler Master Teacher-Project (CJT2)
III. Infant Toddler Associate Teacher-Project (CJW2)
IV. Infant Toddler Teacher-Project (CJN2)
V. Master Teacher-Project (CJT1)
VI. Teacher-Project (CJN1)
VII. Site Supervisor I – Project (CJH2)
VIII. Site Supervisor II – Project (CJG1)
IX. Site Supervisor III – Project (CJF1)
X. Teacher-Project Substitute (CJN3)
XI. Associate Teacher-Project Substitute (CJW3)
XII. Teacher Assistant Trainee-Project (CJK1)

B. Hiring Incentive:

1. Eligible employees will receive a one-time lump sum payment in the amount of three thousand dollars ($3,000) to be paid in the month following the employee's hire date and an additional three thousand dollars ($3,000) to be paid in the month following the successful completion of four (4) months of continued employment in an eligible County classification. The hiring incentive payments will be subject to any required taxes, deductions, and/or withholdings.

2. Eligible employee for purposes of the hiring incentive means an employee newly hired into the County in one of the eligible classifications on or after October 1, 2023, through June 30, 2024. An eligible employee may not have worked previously in one of the eligible classifications for at least 6 months prior to being rehired.

3. Eligible employees who receive a hiring incentive payment are not also eligible for a retention incentive payment. No employee will receive more than six thousand dollars ($6,000) in total hiring incentives.

C. Retention Incentives:

1. Subject to Section (D) below, eligible employees hired on or before September 30, 2023, will receive a one-time lump sum payment in the amount of six thousand dollars ($6,000), to be paid on the November 10, 2023, pay warrant. In order to be eligible for this payment, employees must be employed by the County as of September 30, 2023, and must have performed work or used accruals during the month of September 2023. The employee's lump sum retention incentive payment will be subject to any required taxes, deductions, and/or withholdings.

2. Subject to Section (D) below, employees who maintain County employment in an eligible classification for the entire period of September 30, 2023, through June 30, 2024, will receive a one-time lump sum payment in the amount of six thousand dollars ($6,000), to be paid on the July 10, 2024, pay warrant, contingent on the continuation of the federal Head Start program through June 30, 2024. For employees in classifications listed in Section A.I through A.IX only, in order to be eligible for this payment, employees must be employed by the County and have worked no less than 895 hours, or a prorated portion thereof for part-time employees, between the time period of September 30, 2023, through June 30, 2024. The employee's lump sum retention incentive payment will be subject to any required taxes, deductions, and/or withholdings.

D. Proration:

1. For employees in the classifications of Teacher-Project Substitutes (CJN3), Associate Teacher-Project Substitutes (CJW3), and Teacher Assistant Trainees-Project (CJK1), the payment in Section (C)(1) will be prorated based on actual hours worked in relation to 504 hours for the periods of July 1, 2023, through September 30, 2023. For example, a substitute who worked 252 hours during this time period will receive a retention incentive of $3,000.

2. For employees in the classifications of Teacher-Project Substitutes (CJN3), Associate Teacher-Project Substitutes (CJW3), and Teacher Assistant Trainees-Project (CJK1), the payment in Section (C)(2) will be prorated based on actual hours worked in relation to 1,488 hours for the period of September 30, 2023, through June 30, 2024. For example, a substitute who worked 744 hours during this time period will receive a retention incentive of $3,000.

This Side Letter Agreement will expire following the last payment set forth in this Side Letter.

Date: 9/28/2023

Contra Costa County: *(Signature/Printed Name)*	**Local One:** *(Signature/Printed Name)*
_____/ David Sanford	_____/ Jeff Apkarian
_____/_____	_____/_____
_____/_____	_____/_____
_____/_____	_____/_____

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-581 **Agenda Date:** 10/17/2023 **Agenda #:** C.32.

To: **Board of Supervisors**

From: Monica Nino, County Administrator

Report Title: Side Letters with DSA - Probation and Probation Supervisors Units

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT a Resolution approving two Side Letters between Contra Costa County and the Deputy Sheriffs Association - Probation and Probation Supervisors Units, providing for changes to bilingual pay and vacation buyback eligibility.

FISCAL IMPACT:
The fiscal impact to bilingual pay will be an additional $100 per month per employee who receives bilingual pay, and the amount will vary based on usage. Likewise, the cost of vacation buy back will vary based on employee participation.

BACKGROUND:
On July 11, 2023 the Board of Supervisors approved the successor Memorandum of Understanding between the County and DSA - Probation and Probation Supervisors Units, providing for a series of changes to wages, benefits and other terms and conditions of employment. A small number of represented employees in these units are eligible for bilingual pay and vacation buy back under the current MOU.

Since that time other represented Safety and non-Safety groups have bargained changes to their vacation buy back benefits. Additionally, other groups in the County, including the DSA - Rank and File and DSA - Management Units, had their bilingual stipends increased from $100 per month to $200. This action is being taken to ensure equity and uniformity among represented groups with regard to these benefits.

CONSEQUENCE OF NEGATIVE ACTION:
Employees will not have the appropriate benefits, which may cause labor issues and will impact recruitment and retention.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF The Side Letter Agreements between the County of Contra Costa and the Deputy Sheriffs' Association - Probation and Probation Supervisors Units, providing for changes to bilingual pay and vacation buy back.

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa RESOLVES THAT:

Effective the first of the month following adoption by the Board of Supervisors, the Side Letters of Agreement dated September 25, 2023, between the County of Contra Costa and the Deputy Sheriffs Association - Probation and Probation Supervisors Units, providing for changes to bilingual pay and vacation buy back, be ADOPTED.

SIDE LETTER AGREEMENT

BETWEEN THE COUNTY OF CONTRA COSTA & DEPUTY SHERIFFS ASSOCIATION, PROBATION AND PROBATION SUPERVISORS UNITS

This Side Letter is by and between the Deputy Sheriffs Association (DSA), on behalf of its Probation and Probation Supervisors Units, and the County of Contra Costa (County) and is effective the first day in the month following Board of Supervisors approval this Side Letter.

The Parties agree to amend Section 24. Bilingual Pay of the Memorandum of Understanding (MOU) between the between the County and the DSA Probation and Probation Supervisors Units (MOU) (July 1, 2023-June 30, 2027) as follows:

> A salary differential of ~~one~~two hundred dollars ($~~1~~200) per month shall be paid incumbents of positions requiring bilingual proficiency as designated by the appointing authority and Director of Human Resources. Said differential shall be paid to eligible employees in paid status for any portion of a given month. Designation of positions for which bilingual proficiency is required is the sole prerogative of the County. The Association shall be notified when such designations are made.

This Side Letter will remain in effect for the term of the current MOU between the County and DSA Probation and Probation Supervisors Units (July 1, 2019 – June 30, 2023). The terms of this Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the parties. All other terms and conditions of the current MOU between the County and DSA Probation and Probation Supervisors Units remain unchanged by this Side Letter.

Date: 9-25-2023

Contra Costa County: *(Signature/Printed Name)*	**DSA Probation & Probation Supervisors Units:** *(Signature/Printed Name)*
/ David Sanford	/ Jim BICKERT
/	/ Shawn Welch
/	/
/	/

SIDE LETTER AGREEMENT
BETWEEN THE COUNTY OF CONTRA COSTA & DEPUTY SHERIFFS ASSOCIATION, PROBATION SUPERVISORS UNIT

This Side Letter is by and between the Deputy Sheriffs Association (DSA), on behalf of its Probation Supervisors Unit, and the County of Contra Costa (County) and is effective the first day in the month following Board of Supervisors approval of this Side Letter.

The DSA and the County (Parties) agree to amend Section 43 (Special Benefits), subsection D. Vacation Buy Back Plan of the Memorandum of Understanding between the County and the DSA Probation and Probation Supervisors Units (MOU) (July 1, 2023-June 30, 2027) as follows:

D. Vacation Buy Back Plan. The County will reimburse up to one-third (1/3) of an employee's annual vacation accrual, subject to the following conditions: (a) the choice can be made only once in each calendar year; (b) payment shall be based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and (c) the maximum number of hours that may be reimbursed in any year is one-third (1/3) of the annual accrual at the time of reimbursement. ~~Employees promoted or hired by the County into any classification represented by the Association on and after January 1, 2012, are not eligible for the Vacation Buy-Back benefit. However, any employee who was eligible for a Vacation Buy-Back benefit before promoting into a classification represented by the Association will retain that benefit after promoting into a classification represented by the Association.~~

This Side Letter will remain in effect for the term of the current MOU between the County and DSA Probation and Probation Supervisors Units (July 1, 2019 – June 30, 2023). The terms of this Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the parties. All other terms and conditions of the current MOU between the County and DSA Probation and Probation Supervisors Units remain unchanged by this Side Letter.

Date: 9-25-2023

Contra Costa County:
(Signature/Printed Name)

/ David Sanford

/

Deputy Sheriffs Association
Probation Supervisors Unit:
(Signature/Printed Name)

James M. Bickert / Jim BICKERT

/ Shawn Welch

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-582 **Agenda Date:** 10/17/2023 **Agenda #:** C.33.

To: **Board of Supervisors**

From: Monica Nino, County Administrator

Report Title: Side Letter with the Defenders' Association to Increase PD Investigator Series Salaries

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT a Resolution approving the Side Letter between Contra Costa County and the Contra Costa County Defenders' Association increasing the salaries of the listed classifications in the Public Defender Investigator series.

FISCAL IMPACT:
The annual increase in salary and benefit costs is approximately $116,000. Costs will be absorbed by the operating department.

BACKGROUND:
In 2022 the County identified several classifications with significant recruitment and retention challenges. The County agreed to study the market for those classifications and explore salary adjustments pursuant to Section 5.17 - Compensation Study in the Memorandum of Understanding between the parties. The County completed a salary study on the listed classifications and found that the Public Defender Investigator series met the agreed upon criteria for a salary adjustment.

This Side Letter provides for a six and thirty-six hundredths percent (6.36%) increase for the specified classifications in the Public Defender Investigator series:

6N7A	Public Defender Investigator Assistant
6NVA	Public Defender Investigator II
6NWA	Public Defender Investigator I
6NW1	Public Defender Investigator I - Project

In combination with scheduled cost of living adjustments, this salary increase will make significant improvements in the series' market position and will help recruit and retain highly qualified staff to fill these important roles.

CONSEQUENCE OF NEGATIVE ACTION:
Staff compensation will continue to be significantly under market and the County will be less competitive with other agencies, which will reduce services and negatively impact operations.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF the Side Letter between Contra Costa County and the Contra Costa County Defenders' Association, providing for salary increases for the Public Defender Investigator series.

The Contra Costa County Board of Supervisors, acting in its capacity as the governing board of the County of Contra Costa RESOLVES THAT

The Side Letter between Contra Costa County and the Contra Costa County Defenders Association, effective October 1, 2023, be ADOPTED.

SIDE LETTER
BETWEEN CONTRA COSTA COUNTY AND
Contra Costa County
Defenders' Association

This side letter is by and between Contra Costa County Defenders' Association ("Association") and the County of Contra Costa ("County") (herein after "the Parties") and is effective on the first day of the month in which the Board of Supervisors approves it.

The County and the Association have concluded their discussion of the findings of the salary study completed by June 30, 2023, which was conducted for specific classifications pursuant to Section 5.17 of the 2022-2026 Memorandum of Understanding ("MOU") between the Parties. As a result of the discussions, the parties agree to the following:

Effective the first day of the month in which this Side Letter is approved by the Board of Supervisors, the base rate of pay for the following classifications will be increased by six and thirty-six hundredths of a percent (6.36%).

6N7A	Public Defender Investigator Assistant
6NVA	Public Defender Investigator II
6NWA	Public Defender Investigator I
6NW1	Public Defender Investigator I - Project

The parties agree that this Side Letter concludes all discussions and obligations related to Section 5.17 - Compensation Study of the MOU. Except as otherwise set forth herein, all other terms and conditions of the MOU between the County and the Association (July 1, 2022-June 30, 2026) remain unchanged by this Side Letter.

Date: 10/11/2023

CONTRA COSTA COUNTY:
(Signature / Printed Name)

Rebecca Cox / Rebecca Cox

CCC Defenders' Association:
(Signature / Printed Name)

/ Sarah Eisenhart

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-622 **Agenda Date:** 10/17/2023 **Agenda #:** C.34.

Recommendation:

AUTHORIZE and APPROVE the County Administrator, or designee, to execute a change order to increase the payment limit by $5.5 million dollars, to a new payment limit of $101 million dollars with Sletten Construction Company, a Montana Corporation for the construction of the West County Re-entry, Treatment and Housing project.

Fiscal Impact:

Funding for the construction contract comes from a $70 million grant from the State of Cali million from the General Fund appropriated in prior fiscal years. Building Construction $ Owner Allowances $ 8.7 million Total Contract Guaranteed Price $101 mill Equipment $ 5 million Contingency $ 2.5 million Total Project Budget $1

***Background:**

Sletten Construction was awarded the contract to build the West County Re-entry, Treatment and Housing (WRTH) project on December 7, 2021. The project is a 288 bed, five housing unit, detention facility with a complete medical clinic built into the facility. Two of the five housing units, comprising 96 beds, are specialized for the treatment of detainees with medical and mental health issues. The facility also includes visitation, including family visitation areas, classrooms and training facilities and space for non-governmental service providers to deliver re-entry services to the detainee population.

The majority of the funding for the project is from a State of California grant in the amount of $70 million dollars. However, delays on the part of the State in giving final approval of the grant and permission to proceed with the project have led to cost escalations in the project during this period of extensive construction cost inflation.

In addition, several of the authorizees that have jurisdiction over aspects of the project including Pacific Gas and Electric and the West County Wastewater District have imposed new and previously unknown requirements that have created additional project costs.

This change order is necessary to move project funds from project contingency into the construction contract to pay for these increased costs. It should be noted that this does NOT increase the overall project budget, it merely moves funds from one project budget line to another, and there is, at this time, no increase in the overall cost of the project as a whole.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-623 **Agenda Date:** 10/17/2023 **Agenda #:** C.35.

To: Board of Supervisors

From: Thomas Geiger, County Counsel

Report Title: Public report of litigation settlement agreements that became final during the period August 1, 2023, through September 30, 2023.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE public report of litigation settlement agreements that became final during the period August 1, 2023, through September 30, 2023.

FISCAL IMPACT:

Settlement amounts are listed below.

BACKGROUND:

One agreement to settle pending litigation, as defined in Government Code section 54956.9, became final during the period August 1, 2023, through September 30, 2023.

THC - Orange County, LLC dba Kindred Hospital v. Contra Costa Health Services dba Contra Costa Health Plan; Alameda County Superior Court, Case Number: 22CV009331. On August 1, 2023, the Board of Supervisors approved by a vote of 5-0 a settlement in this breach of contract case involving the Health Services Department and the Contra Costa Health Plan. The settlement agreement for $1,400,000 was fully executed on August 28, 2023. The funding source is the Health Services Department.

This report includes final settlements of litigation matters handled by the Office of the County Counsel. This report does not include litigation settlements that were reported by the Risk Management Division of the County Administrator's Office as a consent item on the Board's open session agenda.

CONSEQUENCE OF NEGATIVE ACTION:

The report would not be accepted.

cc: Monika L. Cooper, Assistant County Counsel; Karen Caoile, Risk Manager

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-624 **Agenda Date:** 10/17/2023 **Agenda #:** C.36.

To: Board of Supervisors

From: Thomas 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 revised code includes updates to the List of Designated Positions to add and delete 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.

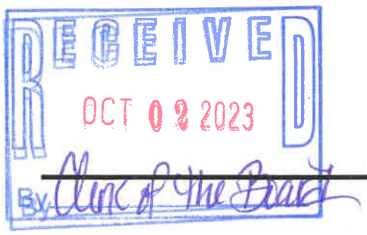
CONSEQUENCE OF NEGATIVE ACTION:

None.

cc: Monica Nino, Clerk of the Board of Supervisors; Kurtis C. Keller, Deputy County Counsel; Katie Young, Central Contra Costa Sanitary District

CONFLICT OF INTEREST CODE

Adopted: November 15, 2012
Last Revised: September 9, 2023



CENTRAL CONTRA COSTA SANITARY DISTRICT
CONFLICT OF INTEREST CODE

A. Incorporation of FPPC Regulation by Reference

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 Code by reference.

B. Code-Reviewing Body

The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest Code.

C. Reason for Filing

Those individuals listed in Sections G, H, and I are required to file a Form 700 as their job duties fall under one, or more, of the following categories:

- Category 1 – Officials and 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.

  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 whose duties involve contracting or purchasing 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 whose decisions may affect real property interests:

  Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District.

- Category 4 – Officials and 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:

	Designated Positions	Disclosure Category
1.	Member, Board of Directors	1
2.	General Manager	1
3.	Secretary of the District	1
4.	Counsel for the District	1
5.	Deputy General Manager – Administration	1
6.	Deputy General Manager – Operations	1
7.	Director of Engineering and Technical Services	1
8.	Finance Manager	1

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.

	Designated Positions	Category
	Management Positions	1
1.	Capital Projects Division Manager	1
2.	Collection System Operations Division Manager	1
3.	Communication Services and Government Relations Manager	1
4.	Environmental and Regulatory Compliance Division Manager	1
5.	Human Resources & Organizational Development Manager	1
6.	Information Technology Manager	1
7.	Internal Auditor	1
8.	Operations Optimization Manager	1
9.	Planning and Development Services Division Manager	1
10.	Plant Maintenance Division Manager	1
11.	Plant Operations Division Manager	1
12.	Resource Recovery Program Manager	1

	Designated Positions	**Category**
	Consultants and Special Capacities	1
13.	Consultant (refer to Section I below)	
14.	Employees or consultants hired as financial advisor or underwriter	1
15.	Employees on the Deferred Compensation Advisory Committee	1
	All Other Applicable Staff Positions	
16.	Associate Engineer	1
17.	Construction Inspector	2, 4
18.	Contracts and Procurement Administrator	2
19.	Contracts and Procurement Specialist I/II	2
20.	Contracts Specialist	2
21.	Development Services Supervisor	2, 3
22.	Environmental Compliance Inspector I/II	2, 4
23.	Environmental Compliance Program Administrator	2, 4
24.	Laboratory Program Administrator	2, 4
25.	Land Surveyor	2, 3
26.	Maintenance Planner	2
27.	Maintenance Supervisor	2
28.	Material Services Supervisor	2
29.	Materials Specialist	2
30.	Real Property Agent	2, 3
31.	Risk Management Program Administrator	1
32.	Senior Engineer	1
33.	Senior Environmental Compliance Inspector	2, 4
34.	Superintendent, Operations/Maintenance	2
35.	Utility Systems Engineer	1

I. 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 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;

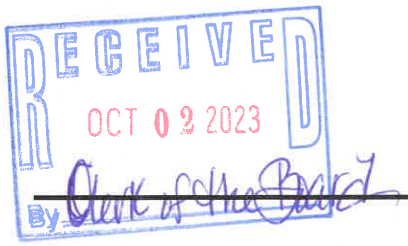
d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
f. Grant agency 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 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 Code.

CONFLICT OF INTEREST CODE

Adopted: November 15, 2012
Last Revised: ~~August 18, 2022~~August 22, 2023



CENTRAL CONTRA COSTA SANITARY DISTRICT
CONFLICT OF INTEREST CODE

A. Incorporation of FPPC Regulation by Reference

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 Code by reference.

B. Code-Reviewing Body

The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest Code.

C. Reason for Filing

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  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.

  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 whose duties involve contracting or purchasing 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 whose decisions may affect real property interests:

  Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District.

- Category 4 – Officials and 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:

	Designated Positions	Disclosure Category
1.	Member, Board of Directors	1
2.	General Manager	1
3.	Secretary of the District	1
4.	Counsel for the District	1
5.	Deputy General Manager – Administration	1
6.	Deputy General Manager – Operations	1
~~5.~~	~~Director of Operations~~	~~1~~
~~6.~~	~~Director of Finance and Administration~~	~~1~~
7.	Director of Engineering and Technical Services	1
8.	Finance Manager	1

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~~, a Form 700~~ 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.

	Designated Positions	Category
	Management Positions	1
1.	Capital Projects Division Manager	1
2.	Collection System Operations Division Manager	1
3.	Communication Services and Government Relations Manager	1
4.	Environmental and Regulatory Compliance Division Manager	1
5.	Human Resources & Organizational Development Manager	1
6.	Information Technology Manager	1
7.	Internal Auditor	1
~~7.~~8.	Operations Optimization Manager	1
~~8.~~9.	Planning and Development Services Division Manager	1
~~9.~~10.	Plant Maintenance Division Manager	1

Designated Positions	Category
~~10.~~11. Plant Operations Division Manager	1
~~11.~~12. Resource Recovery Program Manager	1
Consultants and Special Capacities	1
~~12.~~13. Consultant (refer to Section I below)	
~~13.~~14. Employees or consultants hired as financial advisor or underwriter	
~~14.~~15. Employees on the Deferred Compensation Advisory Committee	
All Other Applicable Staff Positions	
~~15.~~16. Associate Engineer	1
~~16.~~17. Construction Inspector	2, 4
18. Contracts and Procurement Administrator	2
~~17.~~19. Contracts and Procurement Specialist I/II	2
~~18.~~20. Contracts Specialist	2
~~19.~~21. Development Services Supervisor	2, 3
~~20.~~22. Environmental Compliance Inspector I/II	2, 4
~~21.~~23. Environmental Compliance Program Administrator	2, 4
~~22.~~24. Laboratory Program Administrator	2, 4
~~23.~~25. Land Surveyor	2, 3
~~24.~~26. Maintenance Planner	2
27. Maintenance Supervisor	2
~~25.~~28. Material Services Supervisor	2
~~26.~~29. Materials Specialist	2
~~27.~~30. Real Property Agent	2, 3
~~28.~~31. Risk Management Program Administrator	1
~~29.~~32. Senior Engineer	1
~~30.~~33. Senior Environmental Compliance Inspector	2, 4
~~31.~~34. Superintendent, Operations/Maintenance	2
~~32.~~35. Utility Systems Engineer	1

I. 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 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 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 Code.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-625 **Agenda Date:** 10/17/2023 **Agenda #:** C.37.

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: Subgrant Agreement with Employment Development Department

RECOMMENDATIONS:

RATIFY the Employment and Human Services Director's execution of Workforce Innovation and Opportunity Act (WIOA) Subgrant Agreement (No. AA411003) to pay the County an amount not to exceed $1,805,407 from Workforce Innovation and Opportunity Act Youth formula funds for youth services for the period April 1, 2023 to June 30, 2025.

FISCAL IMPACT:

This Board action will authorize budgeted expenditures for Fiscal Year (FY) 23/24 and the remaining funds to be budgeted in FY 24/25, in an amount not to exceed $1,805,407. Funding Category sources: State of California WIOA, no matching funds required, no net County Cost.

BACKGROUND:

On June 15, 2023, Workforce Development Board (WDB) of Contra Costa County received the new program year (PY) 2023/2025 subgrant agreement with the Employment Development Department (EDD) to be executed by June 21, 2023. The EHSD Director signed the agreement on August 28, 2023 to prevent cash hold or forfeiture of funds. This Staff Report is to ratify the EHSD Director's execution of the agreement with EDD for PY 2023/2025.

Fiscal year appropriations for program year's youth activities, authorized under chapter 2, subtitle B, title 1 of WIOA are made available for obligation beginning April of the fiscal year. A program year begins July 1 in the fiscal year for which the appropriation is made and ends on June 30 of the following year.

WDB primary objective for youth programs is to provide comprehensive services and support to young people between the ages 16-24 who face barriers to education, training, and employment. WIOA youth programs aim to help individuals develop the skills and experiences necessary to succeed in the workforce and pursue their career goals.

The key goals of WIOA youth programs include:

1. Education and Skills Development: WIOA youth programs focus on providing access to quality education and training opportunities to help young people acquire the knowledge and skills needed for employment, further education, or career advancement. This includes support for attaining a high school diploma or equivalent, post-secondary education, occupational skills training, and work-based learning experiences.

2. Career Exploration and Guidance: WIOA youth programs offer career exploration and guidance activities to help young individuals identify and pursue career pathways that align with their interests, strengths, and goals. This includes career counseling, aptitude assessments, job shadowing, and exposure to a range of industries and occupations.

3. Work-Based Learning: WIOA youth programs emphasize the importance of gaining work experience through internships, apprenticeships, on-the-job training, and summer employment opportunities. These experiences allow young people to apply their skills in real-world settings, develop a strong work ethic, and establish valuable connections with employers.

4. Supportive Services: WIOA youth programs recognize that young people may face various barriers that hinder their education and employment prospects. Therefore, these programs provide supportive services such as transportation assistance, childcare, mentoring, counseling, and financial literacy training to address the specific needs of each individual participant.

5. Leadership Development and Civic Engagement: WIOA youth programs promote the development of leadership skills, civic engagement, and community involvement among young individuals. These programs encourage youth to become active contributors to their communities and foster a sense of responsibility and empowerment.

Overall, the purpose of WIOA youth programs is to empower young people by equipping them with the education, skills, and support necessary to enter and succeed in the workforce, ultimately leading to long-term career success and economic self-sufficiency.

CHILDREN'S IMPACT STATEMENT:

The WIOA youth programs 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".

CONSEQUENCE OF NEGATIVE ACTION:

Without ratification, participants in WIOA Youth and/or special extraneous grant programs will not have access to employment and job trainings that lead to self-sufficiency.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-626 **Agenda Date:** 10/17/2023 **Agenda #:** C.38.

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Report Title: University of California, Berkeley School of Social Welfare Non-Financial Student Internship Placement Agreement

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a non-financial Student Placement Agreement with the Regents of the University of California, on behalf of The University of California, Berkeley School of Social Welfare for student internship placement(s) for social work field experience in the County for the period September 1, 2023 through August 31, 2028.

FISCAL IMPACT:

This is a non-financial agreement.

BACKGROUND:

The University of California, Berkeley School of Social Welfare (UCB) provides degree programs in the field of Social Work and requires its Master's in Social Work (MSW) students to obtain practical experience at agency facilities to acquire professional field experience. Employment and Human Services (EHSD) desires to participate in UCB's student internship placement program in the field of Social Work. EHSD can provide UCB students with practical experience in their chosen field of Social Work and contribute to the learning experience.

This Student Placement Agreement contains mutual indemnification and insurance language, which has been reviewed and approved by County Counsel and Risk Management.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD would not be able to help develop, provide field experience, and promote County employment to potential future County Social Workers.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-627 **Agenda Date:** 10/17/2023 **Agenda #:** C.39.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Purchase Order with Clear Labs, 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 Clear Labs, Inc., in an amount not to exceed $201,268, and related purchase agreement for the purchase of an equipment upgrade to the existing Clear Labs Dx instrument and five-year service plan effective on the date of installation.

FISCAL IMPACT:
Approval of this action will result in expenditures of up to $201,268 and will be funded by the Epidemiology and Laboratory Capacity (ELC) Coronavirus Aid, Relief, and Economic Security (CARES) Act grant.

BACKGROUND:
Contra Costa County Public Health Laboratory currently provides next generation sequencing for viral COVID -19 lineage surveillance, bacterial drug-resistance in retail meats (National Antimicrobial Resistance Monitoring System), and soon, antimicrobial drug-resistance for Contra Costa's current Strengthening HAI/AR Program Capacity (SHARP) grant. Per the CDC, healthcare associated infections (HAIs) and antimicrobial resistance (AR) "rely upon the same fundamental IPC and epidemiologic surveillance approaches that are used to detect, monitor, mitigate, and prevent the spread of SARS-CoV-2/COVID-19 in healthcare settings. Moreover, the prevention of AR pathogens and improving the appropriate use of antibiotics helps to protect COVID patients from complications and potential comorbidities." During the pandemic, the Clear Labs Dx was purchased to detect the different circulating COVID-19 virus lineages in our community, such as Alpha, Delta and Omicron. The requested upgrade/extension of the Clear Labs Dx permits a quicker and more streamlined workflow for sequencing bacterial species. Current workflows require similar species to be analyzed in one assay run. Additionally, to reduce assay waste, the run is not started until all sample locations are full. This causes potential delays in result delivery to stakeholders including the California Department of Public Health, CDC, and the FDA. The Clear Labs upgrade would permit laboratory staff to run multiple species, such as Salmonella, Pseudomonas, and Tuberculosis at the same time.

Clear Labs is the only manufacturer and authorized supplier of the Clear DX full automated, intelligent library prep and next generation sequencing platform for whole genome sequencing of SARS-CoV-2 AND Bacterial Isolates (Microbial Surveillance). The purchase agreement includes Clear Labs, Inc., Oxford Nanopore Technologies, Inc. and Illumina, Inc. terms and conditions agreeing to indemnify, defend, and hold them, their licensors, suppliers and authorized representatives, harmless.

Approval of this action will allow the Public Health Laboratory to upgrade their existing Clear Labs diagnostic instrument for improvement of generational sequencing flexibility and efficiency.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, the Contra Costa Public Health Laboratory will have to continue with less efficient workflows for genetic sequencing of bacteria.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-628 **Agenda Date:** 10/17/2023 **Agenda #:** C.40.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #74-655-1 with United Behavioral Health (dba Optum)

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-655-1 with United Behavioral Health (dba Optum), a corporation, in an amount not to exceed $781,407 to provide after-hours call coverage for the Behavioral Health Access Line, for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in an annual expenditure of up to $781,407 and will be fully funded as budgeted by the department in FY 2023-24 by Mental Health Realignment funds. (Rate increase)

BACKGROUND:
This contract with United Behavioral Health (dba Optum) is to continue a partnership with San Mateo, Sonoma, and Marin counties to provide after-hours behavioral health information and referral line coverage. A contract was previously held by San Mateo County, who has requested that Contra Costa County administer the contract beginning Fiscal year 2022-23. This contract will ensure the county always has a staffed and functional Access Line for residents who are in need of Specialty Mental Health and/or Substance Abuse Disorder services and will free up resources at the Psychiatric Emergency Services (PES) Unit, minimize the call drop rate, and provide better coverage and coordination of care. This Contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. This contractor has worked with Behavioral Health division fostering a deep understanding of the county's mission, values and long-term objectives since July 1, 2022.

The nature of the after-hours call services needed is complex and requires seamless coordination, integration, and collaboration with existing programs, systems, and personnel. United Behavioral Health is familiar with the county's specific requirements to help ensure a smoother implementation and delivery process and has a proven track record and established reputation. Their holistic approach ensures optimal resource allocation and cost-efficiency while maintaining quality patient care. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. The Behavioral Health'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 contractor was approved by the Public Works Department's Purchasing Division on September 25, 2023.

On October 4, 2022, the Board of Supervisors approved Contract #74-655 with United Behavioral Health (dba

Optum), in an amount not to exceed $578,347, for the provision of after-hours call coverage for the Behavioral Health Access Line for the period July 1, 2022 through June 30, 2023.

Approval of Contract #74-655-1 will allow the contractor to continue to provide after-hours call coverage for the Behavioral Health Access Line for the period from July 1, 2023 through June 30, 2024. This contract was delayed due to negotiations between all the counties. As result, the contract was not executed timely therefore delaying the processing of this FY 2023-24 request.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, the Health Access Line calls will continue to be routed to the PES Unit and the department will not meet the expectations of the State with regard to the call drop rate.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-629 **Agenda Date:** 10/17/2023 **Agenda #:** C.41.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract # 74-523-8 with Counseling Options & Parent Education Support Center, Inc. (C.O.P.E.)

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-523-8 with Counseling Options & Parent Education Support Center, Inc. (C.O.P.E.), a non-profit corporation, in an amount not to exceed $279,406, to provide Triple-P parent education classes and practitioner trainings for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in an annual expenditure of up to $279,406 for FY 2023-24 and will be funded 100% by Mental Health Service Act funds (MHSA). (Rate increase)

BACKGROUND:
This contract meets the social needs of county's population by providing Triple P parent education programming to at-risk families in order to help parents develop better coping skills and improve family communication. Contractor shall also provide trainings and certification services to maintain a qualified pool of practitioners within Contra Costa County. Contractor has been providing these services to county since July 2016.

This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. The Behavioral Health'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. This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year Plan was posted for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023.

On September 13, 2022, the Board of Supervisors approved Novation Contract #74-523-7 with C.O.P.E., in an

amount not to exceed $268,660, for the provision of Triple-P parent education classes and practitioner trainings, for the period from July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023 in an amount not to exceed $134,330.

Approval of Novation Contract #74-523-8 replaces the automatic extension under the prior contract and allows the contractor to continue providing services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, at-risk families will have reduced access to parent education programming and qualified Triple-P practitioners, resulting in reduced levels of service to the community.

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).

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-630 **Agenda Date:** 10/17/2023 **Agenda #:** C.42.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #74-559-6 with YWCA of Contra Costa/Sacramento

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-559-6 with YWCA Contra Costa/Sacramento, a non-profit corporation, in an amount not to exceed $250,000, to provide mental health services to recipients of the CalWORKs Program and their children, including individual, group and family collateral counseling, case management, and medication management services to reduce barriers to employment, for the period July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $250,000 and will be funded 100% by Substance Abuse Mental Health Works revenues. (No rate increase)

BACKGROUND:
The county has been contracting with YWCA Contra Costa/Sacramento since July 2018 to provide mental health services to recipients of the CalWORKs Program and their children who have been screened as having behavioral health, substance abuse and/or mental health needs severe enough to impede their ability to participate in Welfare to Work Activities. This contract is entered into under and subject to the following legal authorities: Welfare and Institutions Code §§ 5600, et seq. (The Bronzan McCorquodale Act); California Code of Regulations ("CCR"), Title 9, §§ 523, et seq. (Community Mental Health Services); California Government Code §§ 26227 and 31000.

YWCA Contra Costa/Sacramento possesses unmatched expertise in this specific field, which is essential for achieving optimal results and ensuring the highest level of client care. Contractor is required to have dedicated CalWORKs staff to provide services to clients. The Behavioral Health'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.

On July 12, 2022, the Board of Supervisors approved Contract #74-559-5 with YWCA of Contra Costa/Sacramento, in an amount not to exceed $250,000, for the provision of mental health services to recipients of the CalWORKs Program and their children, including individual, group and family collateral counseling, case management, and medication management services to reduce barriers to employment for the period July 1, 2022 through June 30, 2023.

Approval of Contract #74-559-6 allows the contractor to continue providing mental health services through June 30, 2024. Delay in processing occurred due to an administrative oversight by the Contracts and Grant Unit staff by not scheduling in a timely manner for the Board of Supervisors approval. Then due to the release of Administrative Bulletin 600.3 solicitation requirements the department then had to obtain Public Works Department Purchasing Agent approval. The Public Works Department Purchasing Agent approved this contract on September 25, 2023.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, CalWORKs recipients will not have sufficient access to mental health services as needed.

CHILDREN'S IMPACT STATEMENT:
This program supports the following Board of Supervisors' community outcomes: "Families that are safe, stable and nurturing." Expected program outcome is increased number of CalWORKs participants ready to return to the labor force and earn income after they and their families receive mental health services under this contract.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-631 **Agenda Date:** 10/17/2023 **Agenda #:** C.43.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Interagency Agreement #29-513-26 with Mt. Diablo Unified School District

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Interagency Agreement #29-513-26 with Mt. Diablo Unified School District, a government agency, to pay the County an amount not to exceed $211,949 to provide professional school-based mental health services, crisis intervention, and day treatment for seriously emotionally disturbed (SED) students for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this Interagency Agreement will result in a total payment to the County not to exceed $211,949. (No County match required).

BACKGROUND:
Fred Finch Youth Center, Families First and Seneca Residential & Day Treatment Center for Children work collaboratively with the County and school district personnel in developing program services and policies. The primary goal of the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program and non-Medi-Cal mental health programs are to continue to provide SED children with the services and the support they need to function effectively in school, at home, and in the community. County has been providing services to Mt. Diablo Unified School District under this contract since September 1, 2000.

On March 21, 2023, the Board of Supervisors approved Interagency Agreement #29-513-25 with Mt. Diablo Unified School District, in an amount not to exceed $533,891, for Fred Finch Youth Center, Families First and Seneca Residential & Day Treatment Center for Children to provide professional school-based mental health services for the period from July 1, 2022 through June 30, 2023. Approval of Interagency Agreement #29-513-26 will allow Fred Finch Youth Center, Families First and Seneca Residential & Day Treatment Center for Children to offer continuous mental health services, crisis intervention services and day treatment to its SED students, through June 30, 2024. This contract was delayed due to contractor's organizational restructure of their Board.

CONSEQUENCE OF NEGATIVE ACTION:
If this agreement is not approved, SED students will not receive school-based mental health and crisis intervention services.

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-632 **Agenda Date:** 10/17/2023 **Agenda #:** C.44.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #74-286-24 with Crestwood Behavioral Health, Inc.

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-286-24 with Crestwood Behavioral Health, Inc., a corporation, in an amount not to exceed $1,319,840, to provide outpatient Medi-Cal mental health services to Contra Costa County residents, for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted annual expenditures of up to $1,319,840 and will be funded by 50% Federal Medi-Cal ($659,920), 50% Mental Health Realignment Funds ($659,920).

BACKGROUND:
The Behavioral Health Services Department has been contracting with Crestwood Behavioral Health, Inc., since January 2007 to provide transitional residential treatment, rehabilitative services, medication support, and mental health services to Severe and Persistent Mental Illness (SPMI) adult clients. This contract meets the social needs of County's population by providing transitional residential treatment, rehabilitative services, medication support, and mental health services to SPMI adult clients at its Crestwood Healing Center. This contractor was selected as the sole source provider as they are the only licensed facility in Contra Costa County. Due to the limited number of qualified providers this contractor has been approved by the County's Purchasing Services Manager on September 27, 2023. This contract is entered into under and subject to the following legal authorities: Welfare and Institutions Code §§ 5600, et seq. (The Bronzan McCorquodale Act); California Code of Regulations ("CCR"), Title 9, §§ 523, et seq. (Community Mental Health Services); California Government Code §§ 26227 and 31000. The Behavioral Health's Quality Management, Utilization Management and Contract Monitor staff meet on 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.

On September 13, 2022, the Board of Supervisors approved Contract #74-286-22 with Crestwood Behavioral Health, Inc., in an amount not to exceed $6,583,129 for the provision of residential treatment and mental health services to SPMI adults for the period from July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023 in an amount not to exceed $3,291,564.

Approval of Novation Contract #74-286-24 will replace the automatic extension under the prior contract and allow the contractor to continue providing outpatient Medi-Cal mental health services to Contra Costa County

residents through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, county's SPMI clients will have reduced access to the mental health treatment and residential services that they require.

☐Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-633 **Agenda Date:** 10/17/2023 **Agenda #:** C.45.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #76-789-1 with Vizient, 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 a Statement of Work with Vizient, Inc., a corporation, in an amount not to exceed $435,000, to provide supply chain consulting services regarding the operations of the Materiel Management team, for Contra Costa Regional Medical Center (CCRMC) for the period from November 1, 2023 through December 31, 2026.

FISCAL IMPACT:

Approval of this contract will result in expenditures of up to $435,000 over a three-year period and will be funded 50% by savings realized through the Vizient group purchasing agreement and 50% Hospital Enterprise Fund I revenues.

BACKGROUND:

Prior to the COVID-19 pandemic, CCRMC's Materiel Management was functioning with a small supervisory team overseeing procurement, receiving and distribution for CCRMC and Health Centers. As a result of the pandemic, the global supply chain was interrupted, and it became apparent that there were gaps in staff's expertise regarding inventory practices and the national supply chain. During that period, several positions were created to ensure the needs of the hospital and health centers were met until the public health emergency was over.

With the public health emergency abated, it is paramount that inventory and purchasing practices be evaluated to ensure that industry best practices are identified and embedded into Materiel Management's standard workflows. Such an evaluation will help CCRMC replace its current inventory system, that is long past its useful life. Vizient, Inc. has the expertise in supply chain consulting services needed to advise CCRMC through this process.

On December 13, 2022, the Board of Supervisors approved contract #76-789 with Vizient, Inc., for the provision of group purchasing program services, for the period October 1, 2022, through September 30, 2025.

Under contract #76-789-1, the parties will execute the Supply Chain Consultant Statement of Work under the

Master Services Agreement executed October 1, 2022, and approved by the Board of Supervisors on December 13, 2022.

Approval of Contract #76-789-1 allows the contractor to provide services through December 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the CCRMC Materiel Management team may not be able to improve the supply chain operations at the level necessary to ensure patient care operations are not negatively affected long-term.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-634 **Agenda Date:** 10/17/2023 **Agenda #:** C.46.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #74-627-4 with Ever Well Health Systems, LLC.

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-627-4 with Ever Well Health Systems, LLC, a limited liability company, in an amount not to exceed $1,379,700 to provide residential and mental health services to adults diagnosed with Serious Mental Illness (SMI) and Serious Persistent Mental Illness (SPMI) for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in annual budgeted expenditures of up to $1,379,700 and will be funded by 91% Mental Health Services Act ($1,255,527) and 9% Mental Health Realignment ($124,173) revenues. (No rate increase)

BACKGROUND:
The county has been contracting with Ever Well Health Systems, LLC since December 2020 to provide residential and mental health services to adults diagnosed with SMI and SPMI. This contract meets the social needs of county's population by providing residential facilities for adults who require support and are being discharged from state hospitals or psychiatric health facilities and require step-down care to transition to community living, and is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. The Behavioral Health'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.

This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year Plan was posted for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023.

On September 13, 2022 the Board of Supervisors approved Novation Contract #74-627-2 with Ever Well

Health Systems, LLC, in the amount of $511,667, for the provision of residential and mental health services to adults diagnosed with SMI and SPMI being stepped down from Institutes for Mental Diseases (IMD) levels of care and to transition back into the community, for the period from July 1, 2022 through June 30, 2023, which included a six month automatic extension through December 31, 2023, in the amount not to exceed $255,833.

Approval of Contract #74-627-4 replaces the automatic extension under the prior contract and allows contractor to continue providing SMI and SPMI mental health services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, county clients in need of crisis residential or step-down care will not have access to contractor's services possibly resulting in higher levels of placement, including hospitalization.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-635 **Agenda Date:** 10/17/2023 **Agenda #:** C.47.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment #77-597-1 with CNG International, Inc. (dba Home Now Healthcare Services)

☒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 #77-597-1 with CNG International Inc. (dba Home Now Healthcare Services), a corporation, effective October 1, 2023, to amend contract 77-597, to increase the payment limit by $100,000, from $200,000 to a new payment limit of $300,000, for additional home health and hospice services with no change in the original term of July 1, 2023 through June 30, 2025.

FISCAL IMPACT:
Approval of this amendment will result in additional annual expenditures of up to $100,000 and will be funded as budgeted by the department 100% by Contra Costa Health Plan (CCHP) Enterprise Fund II revenues. (Additional Rates)

BACKGROUND:
CCHP has an obligation to provide certain specialized home health and hospice care services to CCHP 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 home health care services since July 1, 2023.

In July 2023, the County Administrator approved and Purchasing Services Manager executed Contract #77-597 with CNG International, Inc. (dba Home Now Healthcare Services), in an amount not to exceed $200,000, for the provision of home health care services for CCHP Members and County recipients for the period July 1, 2023 through June 30, 2025.

Due to an increased need for additional health services such as home health and hospice services, the Division is requesting this contract payment limit and provisions be revised to ensure proper compensation for utilization and the inclusion of hospice and additional home health services for CCHP members and County recipients.

Approval of Contract Amendment #77-597-1 will allow the contractor to provide additional home health care services with the addition of hospice services through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:
If this amendment is not approved CCHP Members will not have access to additional hospice care services

from this contractor which may cause a delay in services.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-636 **Agenda Date:** 10/17/2023 **Agenda #:** C.48.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment # 74-277-28 with Jackson & Coker Locumtenens, 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 Amendment Agreement #74-277-28 with Jackson & Coker Locumtenens, LLC, a limited liability company, effective October 1, 2023, to amend Contract #74-277-26, to increase the payment limit by $435,000 from $1,438,336 to a new payment limit of $1,873,336, with no change in the original term of January 1, 2023 through December 31, 2023.

FISCAL IMPACT:
Approval of this amendment will result in additional annual expenditures of up to $435,000 and will be funded as budgeted by 100% Mental Health Realignment. (No rate increase)

BACKGROUND:
County's Behavioral Health Services Division/ Mental Health has an obligation to provide psychiatric physician services to patients, including medication management and therapy services. Therefore, County contracts with temporary help firms to ensure patient care is provided during peak loads, temporary absences, vacations or emergency situations when full staffing is required. This contractor has been providing temporary psychiatric services since July 1, 2006. This Contract is entered into under and subject to the following legal authorities: California Government Code §§31000 and 31000.4. This contract includes services provided by represented classifications and the county has met its obligations with the respective labor partner(s).

On December 13, 2022, the Board of Supervisors approved Contract #74-277-26 with Jackson & Coker Locumtenens, LLC, in the amount of $1,438,336 for the provision of temporary psychiatric medical physicians and recruitment services at County's Mental Health Outpatient Clinics, for the period January 1, 2023 through December 31, 2023.

Approval of Contract Amendment Agreement #74-277-28 will allow the contractor to provide additional temporary psychiatric medical physician services and recruitment services through December 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:
If this amendment is not approved, contractor will not be able to provide additional temporary psychiatric medical doctors and recruitment services for County's Mental Health Outpatient Clinics.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-637 **Agenda Date:** 10/17/2023 **Agenda #:** C.49.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #76-830 with iRhythm Technologies, 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 #76-830 with iRhythm Technologies, Inc., a corporation, in an amount not to exceed $800,000, to provide remote cardiac monitoring services for patients at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from November 1, 2023 through October 31, 2025.

FISCAL IMPACT:
Approval of this contract will result in annual expenditures of up to $800,000 over a two-year period and will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:
Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers rely on contracts to provide necessary specialty health services to its patients. This contractor has been approved as a Sole Source vendor by the County's Purchasing Services Manager. iRhythm Technologies. Inc. has the only Food and Drug Administration (FDA) approved artificial intelligence (Al) algorithm across all cardiac arrhythmia classes and is user friendly. The Zio Patch cardiac monitoring device can quickly and accurately read 1.5 million heart beats per patient record, at the same accuracy as a panel of human experts. The Zio patch cardiac monitoring device is the only wearable patch on the market that can be placed on a patient's chest for up to 14 days uninterrupted. All other products require multiple patient manipulations that lead to insufficient data and delays in diagnosis.

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. iRhythm Technologies, Inc. is a Sole Source provider and was approved by the Public Works Department's Purchasing Division on September 25, 2023., for their expertise in cardiac monitoring services.

Approval of new Contract #76-830 with iRhythm Technologies, Inc. will allow the contractor to provide remote cardiac monitoring services through October 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, FDA approved remote cardiac monitoring services will not be available to

patients at CCRMC and Contra Costa Health Centers further putting their health at risk by administering a less accurate cardiac monitoring device.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-638 **Agenda Date:** 10/17/2023 **Agenda #:** C.50.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Transportation Vouchers for Contra Costa Health Plan

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Purchasing Agent or designee to purchase, on behalf of the Health Services Director, 9,000 Tri-Delta Paratransit bus tickets at $2.75 each for a total not to exceed $24,750 for members of the Contra Costa Health Plan (CCHP).

FISCAL IMPACT:
This one-time $24,750 expenditure will be funded by CCHP Enterprise Fund II.

BACKGROUND:
California Department of Health Care Services provides non-emergency medical transportation and non-medical transportation services as a benefit to Medi-Cal Managed Care members under All Plan Letter (APL) 22-008, Non-Emergency Medical and Non-Medical Transportation Services and Related Travel Expenses. CCHP is a Medi-Cal Managed Care Plan and must provide Non-Emergency Medical Transportation (NEMT) and Non-Medical Transportation (NMT) services to obtain medically necessary Medi-Cal services, including those not covered under the managed care plan contract. CCHP is contracted with 14 Non-Emergency Medical Transportation and 3 Non-Medical Transportation providers. Having contracted transportation providers does not ensure that CCHP members are able to receive the transportation services needed due to providers not having enough time to schedule the ride at the needed time, urgent appointments, and no available appointments. The Tri-Delta Transit Authority grants equal access to its transportation services in Eastern Contra Costa, including Tri-Delta Paratransit. Tri-Delta Paratransit is a shared-ride service for people who are unable to use regular buses and trains due to a disability or disabling health condition. CCHP utilizes the services of the Tri-Delta Paratransit agency to provide transportation services for CCHP Medi-Cal members to/from their medical, dental, and behavioral health appointments in the Eastern Contra Costa County. To ensure transportation services compliance and access to care, many CCHP members need transportation vouchers. Approval of this purchase will support members to access necessary health services and is a cost-saving option for CCHP instead of using the NEMT and NMT contracted providers at higher costs.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, transportation vouchers would not be available to CCHP members needing transportation services and CCHP would be non-compliant with the California Department of Health Care Services mandate (APL 22-008) in providing access to care.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-639 **Agenda Date:** 10/17/2023 **Agenda #:** C.51.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #74-363-14 with La Clinica de La Raza, 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 Novation Contract #74-363-14 containing mutual indemnification with La Clinica de La Raza, Inc., a non-profit corporation, in an amount not to exceed $318,837, to provide Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) services for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in annual expenditure of up to $318,837 for FY 2023-24 and will be funded 100% by MHSA funds. (Rate increase)

BACKGROUND:
This contractor has been providing MHSA PEI services to the county since July 1, 2009. This contract meets the social needs of county's population by providing MHSA PEI services to families of Native American heritage and is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. The Behavioral Health'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.

This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year Plan was posted for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023.

On August 2, 2022, the Board of Supervisors approved Novation Contract #74-363-13 with La Clinica de La Raza, Inc., in an amount not to exceed $306,574, to provide MHSA PEI services for the period from July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023, in an amount not to exceed $153,287.

Approval of Novation Contract #74-363-14 replaces the automatic extension under the prior contract and allows the contractor to continue providing services through June 30, 2024. This contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, county recipients will not have access to contractor's PEI program.

CHILDREN'S IMPACT STATEMENT:
This MHSA PEI 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).

Staff Report

File #: 23-570 **Agenda Date:** 10/17/2023 **Agenda #:** C.52.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Accept CalAIM PATH Round 3 Funding Awarded for CalAIM Justice-Involved Initiatives

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Health Services Director to accept allocated PATH 3 funding in the amount of $9,405,038; and

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute three terms and conditions along with the necessary certifications and assurances required by the California Department of Health Care Services (DHCS).

FISCAL IMPACT:
The funds requested of DHCS are essential in helping the County meet the State's mandate for pre-release Medi-Cal enrollment under CalAIM for eligible justice-involved individuals. No additional County funds required.

BACKGROUND:
California statute (AB-133 Health; Chapter 143) mandates all counties implement pre-release Medi-Cal enrollment processes by January 1, 2023. Establishing pre-release Medi-Cal enrollment processes is part of the State's vision to enhance the Medi-Cal health care delivery system for justice-involved populations. Implementation of pre-release enrollment and suspension processes will help ensure Medi-Cal coverage upon reentry into the community to facilitate access to needed Medi-Cal covered services. This process for screening and supporting Medi-Cal Applications is already in place in state prison facilities.

Contra Costa Health previous applied for and was successfully awarded planning and implementation grants during the earlier PATH Round 1 and Round 2 application periods to support collaborative planning and implementation activities for processes, protocols, and IT system modifications necessary to support mandated Medi-Cal application enrollment and suspension processes prior to release.

Contra Costa Health, in coordination with the Office of the Sheriff, Probation Department, and Employment and Human Services Department (EHSD) will utilize PATH Round 3 funds to support the planning and implementation of CalAIM Pre-Release Services for incarcerated persons. PATH Round 3 funds are intended to provide funding to support the planning and implementation of the provision of targeted pre-release Medi-Cal services to individuals in state prisons, county jails, and youth correctional facilities who meet the eligibility criteria as outlined in the CalAIM Section 1115 Demonstration approval. This funding will also support County

Behavioral Health Agencies to implement behavioral health linkages as required by AB 133. PATH funds will be available to support investments in personnel, capacity, and/or IT systems that are needed for collaborative planning and implementation to effectuate prerelease service processes. These PATH capacity building funds are available to qualified entities and will be distributed based on meeting certain performance milestones.

The Contra Costa County Probation Department, Sheriff's Office, and EHSD previously delegated to Contra Costa Health to apply for funding on their behalf during the Rounds 1 and 2 applications. The PATH Round 3 grant introduces County Behavioral Health agencies as permissible applicants in addition to the Probation and Sheriff's Departments. Contra Costa Health will pursue the same approach and serve as the delegated entity to submit a single PATH Round 3 application on behalf of the County to simplify grant administration and project implementation activities. The grant's terms and conditions require the County to hold harmless the third-party administrator, Public Consulting Group LLC, from any and all liability arising from or relating to the receipt of grant funds.

All agencies serve as key stakeholders in the collaborative Contra Costa County CalAIM Justice-Involved Pre-Release Workgroup to support workflow development and implementation. Members of the workgroup include representatives from the following County agencies: Contra Costa Health (CCH) Office of the Director, Behavioral Health, Detention Health, Public Health, EHSD, Sheriff's Office, Probation Department, Juvenile Hall Health Services, CCH Office of Informatics and Technology, and the Contra Costa Health Plan. The committee has been meeting monthly since Summer 2022.

Approval to apply for the PATH 3 funding grant was provided by the Board of Supervisors on 7/18/2023 with the expectation that the department would return to the Board once the allocation amounts were known. CCH received notice of awarded allocation on September 14, 2023 in the following amounts: Behavioral Health: $1,905,038; Sheriff's Office: $5,000,000; Probation Department: $2,500,000. This total of $9,405,038 will be distributed to the County in multiple phases and tied to milestone-based activities. The grant terms and conditions require the County to complete and submit an implementation plan identifying how funding will be used between April 1, 2024 and March 31, 2026. CCH will coordinate the development of a detailed Implementation Plan to document how the PATH funding will be used to implement each operational criteria required with the CalAIM Justice-Involved Pre-Release Services initiative. This implementation plan is due to DHCS within 180 days of initial application approval.

CONSEQUENCE OF NEGATIVE ACTION:
Failure to apply for this funding opportunity will result in loss of allocated funding for this new initiative and non-compliance with mandated state law.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-640 **Agenda Date:** 10/17/2023 **Agenda #:** C.53.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Payment for balance of forms printed by The Sourcing Group, LLC

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Auditors-Controller or designee, to pay $142,409 to The Sourcing Group, LLC for the balance of patient-related forms inventory for Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period of February 28, 2023 through July 31, 2023.

FISCAL IMPACT:
Approval of this action will result in expenditures of up to $142,409 which will be funded by the Hospital Enterprise Fund I.

BACKGROUND:
The Sourcing Group, LLC (TSG) is utilized for most of Contra Costa Health's (CCH) forms to date. In October 2021, CCH revised policy 101-A, Copying and Printing Services, that describes the process for utilizing the County's Print and Mail Division for duplication of large volume documents and other specialized print services. Referencing Contra Costa County's Administrative Bulletin 116, CCH will be utilizing the County's Print and Mail services to print all forms within their capabilities.

Due to the COVID-19 pandemic, the transition for this policy was delayed until June 2023, when the purchase order for TSG was expiring. Printing industry practices include printing bulk orders when ordered and charging upon delivery. As a result, TSG has a large inventory of forms that CCH needs to purchase to close out their account.

Approval of this request will allow CCRMC to purchase the balance of our forms' inventory from TSG for use by our staff and patients until the Print and Mail department fully ramps up in-house production.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, CCRMC will be short thousands of forms needed while the County's Print and Mail department ramps up production of their stock of forms utilized for patient communication and documentation at the hospital and health centers.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-641 **Agenda Date:** 10/17/2023 **Agenda #:** C.54.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment #24-133-81 with La Cheim School, 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 #24-133-81 with La Cheim School, Inc., a non-profit corporation, effective October 1, 2023, to amend Contract #24-133-80, to decrease the payment limit by $3,004,303, from $6,377,168 to a new payment limit of $3,372,865, with no change in the original term of July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
This amendment will decrease the budget of expenditures by $3,004,303 and is funded 100% by Federal Medi-Cal. (No rate increase)

BACKGROUND:
This Contract meets the social needs of County's population by providing school-based services and a residential treatment program which includes mental health services, case management, crisis intervention, medication support and Therapeutic Behavioral Services (TBS) for Seriously Emotionally Disturbed (SED) youth ages 8-21 who are eligible for services according to the Federal Individuals with Disabilities Education Act (IDEA) or who are wards or dependents of Contra Costa County Juvenile Court. Contractor also provides TBS to County-referred children.

On June 27, 2023, the Board of Supervisors approved Novation Contract #24-133-80 with La Cheim School, Inc., to provide school-based services and a residential treatment program which includes mental health services, case management, crisis intervention, medication support and TBS for SED youth ages 8-21, for the period from July 1, 2023 through June 30, 2024.

It is necessary to execute an amendment to decrease the payment limit of the original contract due to the CalAIM payment reform and changes to the billing process which resulted in reanalyzing the contract payment limit.

Approval of Contract Amendment Agreement #24-133-81 will decrease the payment limit of the contract and allow the contractor to provide services in alignment with the program goals and productivity agreed upon by the County through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this amendment is not approved, the contractor will not be able to comply with providing the volume of services originally agreed to.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-642 **Agenda Date:** 10/17/2023 **Agenda #:** C.55.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-179-2 with First Choice Anesthesia Consultants of Northern California PC

☒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 #77-179-2 with First Choice Anesthesia Consultants of Northern California PC, a corporation, in an amount not to exceed $1,800,000, to provide anesthesia and pain management services to Contra Costa Health Plan (CCHP) members and county recipients, for the period October 1, 2023 through September 30, 2026.

FISCAL IMPACT:
Approval of this contract will result in contractual service expenditures of up to $1,800,000 over a 3-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

BACKGROUND:
CCHP has an obligation to provide certain medical specialist services, including anesthesia and pain management 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 October 1, 2018. Per Administration Bulletin 600.3 this contractor provides physician services for CCHP and is exempt from Solicitation requirements.

In July 2020, the County Administrator approved and the Purchasing Services Manager executed Contract #77-179-1 with First Choice Anesthesia Consultants of Northern California PC, in an amount not to exceed $75,000, for the provision of anesthesiology and pain management services for CCHP members and County recipients for the period October 1, 2020 through September 30, 2023.

Approval of Contract #77-179-2 will allow the contractor to continue providing anesthesiology and pain management services to CCHP members and county recipients through September 30, 2026.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, certain medical specialist services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the county will not be provided by this contractor and may cause a delay in services to CCHP members.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-643 **Agenda Date:** 10/17/2023 **Agenda #:** C.56.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #74-475-169 with Psynergy Programs, 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 #74-475-169 with Psynergy Programs, Inc., a corporation, in an amount not to exceed $263,562, to provide Medi-Cal specialty mental health services to adults diagnosed with Serious Mental Illness (SMI) and Serious Persistent Mental Illness (SPMI), for the period July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $263,562 for FY 2023-24 and will be funded by 100% Federal Medi-Cal.

BACKGROUND:
This contract meets the social needs of county's population by providing Medi-Cal specialty mental health services focusing on adults diagnosed with SMI and SPMI who are stepping down from the Institutes for Mental Diseases (IMD) levels of care and transitioning back into the community. The contractor has been providing these services since September 2018.

This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227; California Code of Regulations, Title 9, Section 523 et seq.; California Welfare and Institutions Code Section (5600 et. seq., known as The Bronzan-McCorquodale Act). This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year plan was posed for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023. The Behavioral Health'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.

Under new Contract #74-475-169 will allow the contractor to provide mental Medi-Cal specialty health

services to adults diagnosed with SMI and SPMI, through June 30, 2024. This contract was delayed while rates and payment limits were determined during implementation of CalAIM changes.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, there will be fewer mental health services available for adults diagnosed with SMI or SPMI as the county solicits and engages an alternative contractor.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-644 **Agenda Date:** 10/17/2023 **Agenda #:** C.57.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #74-571-8 with Psynergy Programs, 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 Novation Contract #74-571-8 with Psynergy Programs, Inc., a corporation, in an amount not to exceed $450,267, to provide residential care services to adults diagnosed with Serious Mental Illness (SMI) and Serious Persistent Mental Illness (SPMI), for the period July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $450,267 for FY 2023-24 and will be funded by 78% Mental Health Realignment ($350,602) and 22% Mental Health Services Act ($99,665) revenues. (Rate increase)

BACKGROUND:
This contract meets the social needs of county's population by providing community-based residential care services focusing on adults diagnosed with SMI and SPMI who are stepping down from the Institutes for Mental Diseases (IMD) levels of care and transitioning back into the community.

This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227; California Code of Regulations, Title 9, Section 523 et seq.; California Welfare and Institutions Code Section (5600 et. seq., known as The Bronzan-McCorquodale Act). This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year plan was posed for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023. The Behavioral Health'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.

On August 2, 2022, the Board of Supervisors approved Novation Contract #74-571-6 with Psynergy Programs, Inc., in an amount not to exceed $814,404, for the provision of residential and mental health services to adults

diagnosed with SMI and SPMI, for the period July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023 in an amount not to exceed $407,202.

Approval of Novation Contract #74-571-8 will allow the contractor to continue providing residential care services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, there will be fewer residential care services available for adults diagnosed with SMI or SPMI as the county solicits and engages an alternative contractor.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-645 **Agenda Date:** 10/17/2023 **Agenda #:** C.58.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #72-028-21 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 #72-028-21 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), a non-profit corporation, in an amount not to exceed $268,115, to provide housing advocacy services in Contra Costa County for people with HIV for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in annual service expenditures of up to $268,115 and will be funded as budgeted by the Department in FY 2023-24 100% by Housing Opportunities for Persons with AIDS (HOPWA). (No rate increase)

BACKGROUND:
This contract meets the social needs of the county's population by providing housing advocacy and navigation services for county residents diagnosed with HIV. This contractor has been providing these services since March 1, 2012.

This contractor was selected as the sole source provider since they were the only entity that submitted a bid at the previous Request For Proposal (RFP) and they are the only known source with the infrastructure, capacity, expertise and interest to perform the scope of work.. Due to the limited number of qualified providers this contractor has been approved by the County's Purchasing Services Manager on September 11, 2023. This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. The Behavioral Health's Quality Management, Utilization Management and Contract Monitor staff meet on 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. On July 26, 2022, the Board of Supervisors approved Contract #72-028-20 with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), in an amount of $252,000 for the provision of housing advocacy and navigation services for county residents diagnosed with HIV, for the period July 1, 2022 through June 30, 2023.

Approval of Contract #72-028-21 will allow the contractor to continue providing housing advocacy services through June 30, 2024. This contract was delayed due to Department waiting for required proof of insurance

from contractor.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, clients will not receive housing advocacy services from this contractor.

CONTRA COSTA HEALTH

To: Anna Roth, Health Services Director

Attention: Tasha Scott, Director of Contracting

From: Ori Tzvieli, Public Health Director

April Langro, HIV/AIDS and STD Program Deputy Director

Date: 9/15/2023

The HIV/AIDS and STD Program is requesting retroactive approval for Contract 72028-21 with Hope Solutions in the amount of $268,115.05 to provide Housing Advocacy to people living with HIV or AIDS who are enrolled in Medical Case Management in the HIV/AIDS and STD Program in Contra Costa County. Contract 72028-20 expired on June 30, 2023. Contract 72028-21 is effective from July 1, 2023 to June 30, 2024.

Hope Solutions, formerly known as Contra Costa Interfaith Housing, Inc. has contracted with the HIV/AIDS and STD Program since 2012 to provide housing advocacy, budget support, education, eviction prevention, and placement services to an average of 175 people/year residing in Contra Costa County. Funding is provided by the City of Oakland from the Department of Housing and Urban Development (HUD) Housing Opportunities for People with HIV or AIDS (HOPWA) program.

Without Hope Solutions, the HIV/AIDS and STD program would not be able to provide these services to their clients. These services prevent homelessness and are expected by HUD to be provided utilizing the HOPWA grant.

The subcontract was entered into Contracts and Grants by program staff on 6/29/23 upon receipt of some of the documentation from the subcontractor. The subcontractor was not able to provide other required documentation, including their renewed certificate of liability insurance, which delayed review of the completed subcontract.

Program staff will make every effort to avoid delays in entering documents into Contract and Grants in the future and will proactively ensure all required documentation from subcontractors is received in a timely manner.

Thank you for the consideration of this request for a retroactive Contract to be approved to allow the HIV/AIDS and STD Program to continue to work with Hope Solutions to provide clients living with HIV or AIDS in Contra Costa County with Housing Advocacy services.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-646 **Agenda Date:** 10/17/2023 **Agenda #:** C.59.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-483-1 with The Periscope Group

☒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 #77-483-1 with The Periscope Group, a corporation, in an amount not to exceed $400,000, to provide In-Home Assessment (IHA) services for Contra Costa Health Plan (CCHP) members for the period September 1, 2023 through August 31, 2024.

FISCAL IMPACT:
Approval of this contract will result in an annual expenditure of up to $400,000 and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services, including authorized IHA services, to review and assess member's in-home environment and provide recommendations if any equipment or services may be required to improve the quality of life for 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 IHA services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since September 1, 2022. There are a total of 2 providers for IHA services and one in CCHP's service area was contracted under CCHP but stopped providing services in June of 2021 and is unable to comply with County requirements to contract with County. The nature of these IHA services needed is complex and requires seamless coordination, integration, and collaboration with existing programs, systems, and personnel. The Periscope Group is familiar with CCHP's specific requirements to help ensure a seamless implementation including delivery process, and has established compliance history with CCHP that ensures adherence to industry standards and regulations which reduce potential legal and regulatory risks This Contract renewal will maintain comprehensive area coverage for the entire CCHP membership and meets the Knox-Keene Act, time and distance mandate required by the State of California Department of Managed Health Care (DMHC) Services. This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. This contractor has been approved by the Public Works Department's Purchasing Division on September 19, 2023.

On August 16, 2022, the Board of Supervisors approved Contract #77-483, with The Periscope Group, in the amount not to exceed $400,000, for the provision of IHA services, including, assessing members' in-home

environments and providing recommendations of any equipment or services that may improve the quality of life for CCHP members, for the period September 1, 2022 through August 31, 2023.

Approval of Contract #77-483-1 will allow the contractor to continue providing IHA services for CCHP members through August 31, 2024. Delay in processing occurred due to an administrative oversight by the Contracts and Grants Unit staff by not scheduling in a timely manner for the Board of Supervisors approval. Then due to the release of Administrative Bulletin 600.3 solicitation requirements the department then had to obtain Public Works Departments' Purchasing Agent approval. The Public Works Department Purchasing Agent approved this contract on September 19, 2023.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, certain specialty in-home health assessment services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the county will not be provided by this contractor, which may delay services to CCHP members.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-647 **Agenda Date:** 10/17/2023 **Agenda #:** C.60.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Amendment to Purchase Order with TraceLink, 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) an amendment to purchase order #26349 with TraceLink, Inc., to increase the payment limit by $4,000 to a new payment limit of $8,500 and extend the term through March 6, 2026, and (2) Tracelink Enterprise Agreement for the license and configuration of pharmacy controlled substance software.

FISCAL IMPACT:
Approval of this amendment will result in an additional $4,000 in expenditures and will be funded by the Hospital Enterprise Fund I revenues.

BACKGROUND:
The Contra Costa Regional Medical Center (CCRMC) Inpatient Pharmacy Department started using Tracelink's web-based platform in 2016 as required by Title II Drug Supply Chain Security Act (DSCSA) of the Drug Quality and Security Act (DQSA) enacted by Congress in November 2013. The purpose of the Act is to enhance FDA's ability to protect consumers from exposure to drugs that may be counterfeit, stolen, contaminated, or otherwise harmful.

The Drug Supply Chain Security Act (DSCSA) outlines requirements to develop and enhance drug supply chain security by 2023. This includes product tracing requirements that went into effect in 2015 for manufacturers, repackagers, wholesale distributors and "dispensers" (primarily pharmacies) to notify FDA within 24-hours after determining a product is illegitimate. Tracelink's service provides a platform for electronic receipt and storage of the required product tracing information that pharmacies must maintain, as well as valuable supply chain information that may be requested from governing entities during investigation of counterfeit and illegitimate drugs, which may also include recalls on any drugs.

The final phase of the 10-year rollout of the Drug Supply Chain Security Act (DSCSA) charges the pharmacies with the implementation of an "enhanced system" for the interoperable, electronic tracing of drugs by November 27, 2023.

The agreement obligates the County to indemnify the contractor for claims arising out of the negligence or willful misconduct of County in performing the agreement. The contractor's liability under the agreement is limited to the amount paid by County in the twelve months preceding the claim, provided that this limitation

does not apply to contractor's obligation to indemnify the County.

CONSEQUENCE OF NEGATIVE ACTION:
Failure to approve this amendment for subscription and configuration services will cause CCRMC to be non-compliant with the federal Drug Supply Chain Security Act.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-648 **Agenda Date:** 10/17/2023 **Agenda #:** C.61.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract Amendment Agreement #26-604-17 with Michael C. Gynn, M.D.

☒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 #26-604-17 with Michael C. Gynn, M.D., an individual, effective October 1, 2023, to amend Contract #26-604-15, to increase the payment limit by $170,000, from $1,590,000 to a new payment limit of $1,760,000, with no change in the original term of January 1, 2021 through December 31, 2023.

FISCAL IMPACT:
Approval of this amendment will result in additional expenditures of up to $170,000 and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate increase)

BACKGROUND:
CCRMC has been contracting with Michael C. Gynn, M.D., since June 2007, to provide general surgery services including, but not limited to: clinic coverage, consultation, training, medical and/or surgical procedures, and on-call coverage at Contra Costa Regional Medical Center (CCRMC) and Health Centers.

On October 20, 2020, the Board of Supervisors approved Contract #26-604-15 with Michael C. Gynn, M.D., in an amount not to exceed $1,590,000, for the provision of general surgery services at Contra Costa Regional Medical Center and Health Centers, for the period January 1, 2021 through December 31, 2023.

Approval of Contract Amendment Agreement #26-604-17 will allow the contractor to provide additional general surgery services, through December 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, CCRMC and Contra Costa Health Centers will not have sufficient funding to reimburse the Contractor and patients will not have access to contractor's additional general surgery services provided.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-649 **Agenda Date:** 10/17/2023 **Agenda #:** C.62.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract Amendment Agreement #76-507-20 with Lee A. Shratter, M.D.

☒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 #76-507-20 with Lee A. Shratter, M.D., an individual, effective October 1, 2023, to amend Contract #76-507-19, to increase the payment limit by $120,000, from $1,860,000 to a new payment limit of $1,980,000, with no change in the original term of January 1, 2023 through December 31, 2025.

FISCAL IMPACT:
Approval of this amendment will result in additional expenditures of up to $120,000 and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate increase)

BACKGROUND:
CCRMC has been contracting with Lee A. Shratter, M.D., since April 2003, to provide radiology services including, but not limited to: clinic coverage, consultation, training, medical and/or surgical procedures, and on-call coverage at Contra Costa Regional Medical Center (CCRMC) and Health Centers.

On February 7, 2023, the Board of Supervisors approved Contract #76-507-19 with Lee A. Shratter, M.D., in an amount not to exceed $1,860,000, for the provision of radiology services at Contra Costa Regional Medical Center and Health Centers, for the period January 1, 2023 through December 31, 2025.

Approval of Contract Amendment Agreement #76-507-20 will allow the contractor to provide additional radiology services, through December 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, CCRMC and Contra Costa Health Centers will not have sufficient funding to reimburse the contractor and patients will not have access to contractor's additional radiology services provided.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-650 **Agenda Date:** 10/17/2023 **Agenda #:** C.63.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Payment for Services Provided by John Muir Behavioral Health

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay $24,670.66 to John Muir Behavioral Health, a non-profit corporation, for the provision of inpatient psychiatric hospital services to county-referred adults and adolescents that exceeded the contract payment limit and were provided in good faith for the period June 13, 2023 through June 30, 2023.

FISCAL IMPACT:
This retro payment in the amount of $24,670.66 is funded 100% by Mental Health Realignment revenue.

BACKGROUND:
The Behavioral Health Services Department has been contracting with John Muir Behavioral Health since May 2000 to provide all necessary inpatient psychiatric hospital services to county-referred adults and adolescents, including maintaining facilities and providing organizational, and administrative capabilities needed to carry out its duties and responsibilities under this contract.

On July 18, 2023, the Board of Supervisors approved Contract #24-794-8(33) with John Muir Behavioral Health, in an amount not to exceed $1,200,000, for the provision of inpatient psychiatric hospital services to county-referred adults and adolescents for the period January 1, 2023 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed $1,200,000.

Due to a much higher than anticipated number of inpatient psychiatric residents, there are insufficient funds to cover the additional services provided by the contractor in the amount of $24,670.66.

Therefore, the county has determined that John Muir Behavioral Health is entitled to payment for the reasonable value of their services under the equitable relief theory of quantum meruit. That theory provides that where a person has been asked to provide services without a valid contract, and the provider does so to the benefit of the recipient, the provider is entitled to recover the reasonable value of those services. The contractor has provided services at the request of the county after the original contract payment limit had been reached. The Department cannot pay contractor for services rendered that exceed the contract limits. As such, the Department recommends that the Board authorize the Auditor-Controller to issue a one-time payment not to exceed $24,670.66 to John Muir Behavioral Health.

CONSEQUENCE OF NEGATIVE ACTION:
If this request is not approved, contractor will not be paid for the additional inpatient psychiatric hospital services provided outside of the contract payment limit rendered in good faith.

CHILDREN'S IMPACT STATEMENT:
This program supports the following Board of Supervisors' community outcome: "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include a decrease in the need for inpatient care and placement at a lower level of care.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-651 **Agenda Date:** 10/17/2023 **Agenda #:** C.64.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #24-681-82(20) with Modesto Residential Living 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 Contract #24-681-82(20) with Modesto Residential Living Center, LLC, a limited liability company (formerly Modesto Residential Living Center, Inc.), in an amount not to exceed $510,684, to provide augmented board and care services for the period from September 1, 2023 through August 31, 2024.

FISCAL IMPACT:
This contract will result in contractual service expenditures of up to $510,684 and will be funded as budgeted by the department in FY 2023-24, by 33% Mental Health Realignment ($168,5256) and 67% Mental Health Services Act ($342,158). (Rate increase)

BACKGROUND:
The Behavioral Health Services Department has been contracting with Modesto Residential Living Center, LLC, since September 1, 2007 to provide augmented board and care services for mentally ill adults.

This contract meets the social needs of the County's population by augmenting room and board and providing twenty-four hour emergency residential care and supervision to eligible mentally disordered clients, who are specifically referred by the Mental Health Program Staff and who are served by County Mental Health Services. This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227; California Code of Regulations, Title 9, Section 523 et seq.; California Welfare and Institutions Code Section (5600 et. seq., known as The Bronzan-McCorquodale Act). This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan which was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year plan was posed for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023. The Behavioral Health'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.

On September 13, 2022, the Board of Supervisors approved Contract #24-681-82(19) with Modesto Residential Living Center, LLC, in an amount not to exceed $481,800, to provide augmented board and care services for mentally ill adults, for the period September 1, 2022 through August 31, 2023.

Approval of Contract #24-681-82(20) will allow the contractor to continue to provide augmented board and care services through August 31, 2024. This contract was delayed due to the unexpected absence of the Behavioral Health Division's Contract Monitor responsible for submitting it.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, contractor will not be able to provide augmented board and care services to mentally ill adults in Contra Costa County which could result in increased wait times for services.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-652 **Agenda Date:** 10/17/2023 **Agenda #:** C.65.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #74-143-36 with California Psychiatric Transitions Incorporated

☒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 #74-143-36 containing mutual indemnification with California Psychiatric Transitions Incorporated, a corporation, in an amount not to exceed $2,247,956, to provide adult residential care and mental health services for the period from September 1, 2023 through August 31, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $2,247,956 and will be funded 100% by Mental Health Realignment. (Rate increase)

BACKGROUND:
The Behavioral Health Services Department (BHSD) has been contracting with California Psychiatric Transitions Incorporated since October 2001 to provide residential care and mental health services to adults. This contract meets the social needs of county's population by providing a multi-disciplinary treatment program to adults who need active psychiatric treatment, including medication support and individual and group therapy services, as an alternative to hospitalization at a State Hospital.

This contract is entered into under and subject to the following legal authorities: Welfare and Institutions Code §§ 5600, et seq. (The Bronzan McCorquodale Act); California Code of Regulations ("CCR"), Title 9, §§ 523, et seq. (Community Mental Health Services); California Government Code §§ 26227 and 31000. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations.
The Behavioral Health'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 contractor was approved by the Public Works Department's Purchasing Division as a Sole Source on October 3, 2023.

On September 13, 2022, the Board of Supervisors approved Contract #74-143-34 with California Psychiatric Transitions Incorporated in an amount not to exceed $1,826,956, to provide adult residential care and mental health services for the period from September 1, 2022 through August 31, 2023.

On July 11, 2023, the Board of Supervisors approved Amendment Agreement #74-143-35 with California Psychiatric Transitions Incorporated to increase the payment limit by $421,000, to a new amount not to exceed $2,247,956, to provide additional adult residential care and mental health services with no change in the term.

Approval of Contract #74-143-36 will allow the contractor to continue providing services through August 31, 2023. This contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract. This contract is late due to BHSD prioritizing Medi-Cal contracts during the CalAIM initiative and also due to obtaining Sole Source approval.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, county's mental health clients will not receive the inpatient psychiatric treatment that they need from this contractor and may require hospitalization at a State Hospital.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-653 **Agenda Date:** 10/17/2023 **Agenda #:** C.66.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #74-491-9 with FIERCE Advocates (Families and Individuals Equitably Rooted in Collective Empowerment), 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 County Novation Contract #74-491-9 with FIERCE Advocates (Families and Individuals Equitably Rooted in Collective Empowerment), Inc., in an amount not to exceed $247,811, to provide Mental Health Service Act (MHSA) Prevention and Early Intervention (PEI) services to underserved cultural communities in West Contra Costa County for the period from July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in annual budgeted expenditures up to $247,811 for FY 2023-2024 and will be funded 100% by MHSA PEI funds. (Rate increase)

BACKGROUND:
This contract meets the social needs of County's population by providing MHSA PEI services to underserved cultural communities and families in West County including support and education of families access to mental health services. This contractor has been providing services to the county since July 1, 2015. This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. Extensive market research has revealed a limited pool of qualified providers. The Behavioral Health'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 contractor has been approved by the Public Works Department's Purchasing Division on October 3, 2023. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations.

On July 26, 2022, the Board of Supervisors approved Novation Contract #74-491-7 with Tides Center in an amount not to exceed $238,280 for the provision of MHSA PEI services for the period July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023 in an amount not to exceed $119,140.

On March 27, 2023, the County Administrator approved and the purchasing Manager executed Assignment #74 -491-8 assigning FIERCE Advocates (Families and Individuals Equitably Rooted in Collective Empowerment), Inc, all rights under Contract #74-491-7 previously with Tides Center, effective April 1, 2023 with no change in the original contract payment limit of $238,280 or term of July 1, 2022 through June 30, 2023, including a six-

month automatic extension in an amount not to exceed $119,140.

Approval of Novation Contract #74-491-9 replaces the automatic extension under the prior contract and allows the contractor to continue providing MHSA PEI services in West Contra Costa County, through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, residents of West Contra Costa County will not have access to this contractors MHSA PEI services which could negatively impact wait times for these mental health services.

CHILDREN'S IMPACT STATEMENT:
This MHSA PEI 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 increases in social connectedness, communication skills, parenting skills and knowledge of the human service system in Contra Costa County.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-654 **Agenda Date:** 10/17/2023 **Agenda #:** C.67.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #24-794-12(14) with BHC Fremont Hospital, Inc. (dba Fremont Hospital)

☒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 Novation Contract #24-794-12(14) with BHC Fremont Hospital, Inc. (dba Fremont Hospital), a corporation, in an amount not to exceed $450,000, to provide inpatient psychiatric hospital services to County-referred adults and adolescents for the period from July 1, 2023 through June 30, 2024, which includes a six-month automatic extension through December 31, 2024, in an amount not to exceed $225,000.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $450,000 for Fiscal Year 2023-24 and will be funded 100% by Mental Health Realignment funds. (Rate increase)

BACKGROUND:
The Behavioral Health Services Department has been contracting with BHC Fremont Hospital, Inc. (dba Fremont Hospital) since January 2018 to provide inpatient psychiatric hospital services to County-referred adults and adolescents. This contract is entered into under and subject to the following legal authorities: 42 U.S.C. §§1396, §300e; §1395; California Welfare and Institutions Code §§14000, et seq.; California Health and Safety Code, §§1340, et seq.; California Government Code §§ 25209.6, 26227, and 31000.

There are a limited number of acute-care inpatient psychiatric beds in California and BHC Fremont Hospital, Inc. (dba Fremont Hospital) is one of the facilities in the state with the qualifications and capabilities to provide acute inpatient psychiatric care and is selected for admissions when it is the closest facility. This contract was approved by Health Services Personnel to ensure there is no conflict with labor relations. The Behavioral Health'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 approved by the Public Works Department's Purchasing Division on September 25, 2023.

On July 26, 2022, the Board of Supervisors approved Novation Contract #24-794-12(13), in an amount not to exceed $700,000, for the provision of inpatient psychiatric hospital services, for the period from July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023, in an amount not to exceed $350,000.

Approval of Novation Contract #24-794-12(14) replaces the automatic extension and will allow this contractor

to continue providing inpatient psychiatric services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, county's mental health clients will not receive needed inpatient psychiatric services from contractor's facility.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-655 **Agenda Date:** 10/17/2023 **Agenda #:** C.68.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #26-232-8 with Agiliti Surgical, 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 #26-232-8 with Agiliti Surgical, Inc., a corporation, in an amount not to exceed $300,000 for the provision of medical lasers, equipment and certified technicians to operate lasers in the Surgical Unit at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period September 1, 2023 through August 31, 2026.

FISCAL IMPACT:
Approval of this contract will result in contractual service expenditures of up to $300,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:
The county has been contracting with Agiliti Surgical, Inc., since September 2015 to provide medical lasers, equipment and certified technicians to operate lasers in the Surgical Unit at CCRMC and Contra Costa Health Centers, including providing safety and other appropriate technical training and service to county in connection with the use of equipment. Contractor's technicians are specially trained, experienced, competent and certified.

This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000; Health and Safety Code § 1451. The contractor possess a highly specialized combination of technical and equipment services reduces risk and minimizing patient harm by providing trained technicians who actively work with Operating Room staff to address equipment issues during surgery in real time. This service eliminates time wasted by physicians waiting for surgery-ready equipment and by CCRMC staff not having to follow up on repairs and maintenance of CCRMC-owned equipment. 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.

On September 8, 2020, the Board of Supervisors approved Contract #26-232-7 with Agiliti Surgical, Inc., in an amount not to exceed $300,000, to provide medical lasers, equipment and certified technicians to operate lasers in the Surgical Unit at CCRMC and Contra Costa Health Centers for the period September 1, 2020 through August 31, 2023.

Approval of Contract #26-232-8 will allow contractor to continue providing medical lasers, equipment and certified technician services at CCRMC and Contra Costa Health Centers through August 31, 2026. This contract is delayed due to the release of Administrative Bulletin 600.3 requiring new solicitation procedures, whereby missing the September Board of Supervisors agenda dates. This contract was approved by the Public Works Department's Purchasing Division on September 21, 2023.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, patients requiring medical lasers, equipment and certified technician services at CCRMC and Contra Costa Health Centers will not have access to contractor's services.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-656 **Agenda Date:** 10/17/2023 **Agenda #:** C.69.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Novation Contract #24-712-10 with Telecare Corporation

☒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 Novation Contract #24-712-10 with Telecare Corporation, a corporation, in an amount not to exceed $2,755,810 to provide Medi-Cal specialty mental health services at Hope House, a sixteen (16) bed short-term crisis residential facility (CRF), for adults with mental illness, for the period July 1, 2023 through June 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in budgeted expenditures of up to $2,755,810 and will be funded 100% by Federal Medi-Cal. (Rate increase)

BACKGROUND:
This contract meets the social needs of county's population by providing Medi-Cal for specialty mental health services, for adults, age eighteen (18) and older, who require support to avoid hospitalization or are being discharged from the hospital or long-term locked facilities and require step-down care to transition to community living. The Behavioral Health Services Department has been contracting with Telecare Corporation since December 2013.

On November 8, 2022, the Board of Supervisors approved Novation Contract #24-712-9 with Telecare Corporation, in an amount not to exceed $2,338,279, for the provision of CRF services at Hope House, a short-term crisis residential facility for the period from July 1, 2022 through June 30, 2023, which included a six-month automatic extension through December 31, 2023, in an amount not to exceed $1,169,139.

This provider was selected in collaboration with community stakeholder advisory bodies and was approved as part of the comprehensive Mental Health Services Act Three-Year Plan as required by State regulation. Providers interested in providing specialized services were invited proactively to participate in program development and offered the opportunity to submit interest at dozens of publicly noticed meetings. The services and vendors were identified in the formal Three-Year plan was approved on the following schedule that was noticed to the public and approved by the Board on August 1, 2023. The Three-Year Plan was posted for public comment from June 5, 2023 through July 5, 2023, there was a Public Hearing at the Mental Health Commission meeting on July 5, 2023, and it was approved by the Board of Supervisors on August 1, 2023.

Approval of Novation Contract #24-712-10 replaces the automatic extension under the prior contract and

allows contractor to continue providing Medi-Cal specialty mental health services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, services provided to Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-657 **Agenda Date:** 10/17/2023 **Agenda #:** C.70.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-376-2 with Bridge Home Health East Bay, LLC (dba Bridge Home Health)

☒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 #77-376-2 with Bridge Home Health East Bay, LLC (dba Bridge Home Health), a limited liability company, in an amount not to exceed $300,000, to provide home health care services for Contra Costa Health Plan (CCHP) members for the period November 1, 2023 through October 31, 2026.

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. (Rate increase)

BACKGROUND:
CCHP has an obligation to provide certain specialized home health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the county including but not limited to skilled nursing, physical therapy, occupational therapy, speech therapy, medical social services, home health aide and infusion services. This contractor has been a part of the CCHP Provider Network since November 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. This 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 home health care services needed is complex and requires seamless coordination, integration and collaboration with existing programs and systems. There are a total of 55 providers in CCHP's service area. CCHP is currently contracted with 46 home health agencies. This contract renewal will maintain comprehensive area coverage for the entire CCHP membership and meet the Knox-Keene Act, time and distance mandate required by the State of California Department of Managed Health Care (DMHC) services. This contractor has been approved by the Public Works Department's Purchasing Division on September 27, 2023.

On October 5, 2022 the County Administrator approved and the Purchasing Services Manager executed

Contract #77-376-1 with Bridge Home Health East Bay, LLC (dba Bridge Home Health), in an amount not to exceed $180,000, for the provision of home health care services for CCHP members for the period November 1, 2022 through October 31, 2023.

Approval of Contract #77-376-2, will allow the contractor to continue providing home health care services to CCHP members through October 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, certain specialized home 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 by this contractor and may cause delay in services to members.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-658 **Agenda Date:** 10/17/2023 **Agenda #:** C.71.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Contract #77-005-10 with David S. Gee, M.D.

☒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 #77-005-10 with David S. Gee, M.D., an individual, in an amount not to exceed $250,000, to provide consultation and technical assistance to the Contra Costa Health Plan (CCHP) Medical Management team, for the period from December 1, 2023 through November 30, 2024.

FISCAL IMPACT:
Approval of this contract will result in annual expenditures of up to $250,000 and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:
This contractor has been providing consultation and technical assistance to the Contra Costa Health Plan (CCHP) Medical Management team to provide guidance and leadership to maintain best practices in Utilization Management since December 1, 2015. This contract is entered into under and subject to the following legal authorities: California Government Code §§ 26227 and 31000. Health Services Personnel approved this contract to ensure no conflicts with labor relations.

The nature of the consulting and technical services needed is complex and requires seamless coordination, integration and collaboration with existing programs and systems. This Contract renewal will maintain comprehensive area coverage for the entire CCHP membership and meet the Knox-Keene Act, time and distance mandate required by the State of California Department of Managed Health Care (DMHC) services. This contractor has been approved by the Public Works Department's Purchasing Division on October 3, 2023

On November 8, 2022, the Board of Supervisors approved Contract #77-005-9 with David S. Gee, M.D., in the amount of $400,000, to provide consultation and technical assistance to the CCHP Medical Management team, for the period from December 1, 2022 through November 30, 2023.

Approval of Contract #77-005-10 will allow the contractor to continue providing consultation and technical assistance to the CCHP Medical Management team through November 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:
If this contract is not approved, the CCHP Management Team will not receive the benefits of consultation and

technical assistance from the contractor.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-659 **Agenda Date:** 10/17/2023 **Agenda #:** C.72.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Cancellation Agreement #77-428-1 and Contract #77-428-2 with First Aid Transportation, 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 #77-428-1 with First Aid Transportation, LLC, a limited liability company, effective at the end of business on October 31, 2023; and (2) Contract #77-428-2 with First Aid Transportation, LLC, a limited liability company, in an amount not to exceed $600,000, to provide non-emergency medical transportation (NEMT) services for Contra Costa Health Plan (CCHP) members and county recipients, for the period November 1, 2023 through October 31, 2026.

FISCAL IMPACT:
Approval of this contract will result in contractual service expenditures of up to $600,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (Rate increase)

BACKGROUND:
CCHP has an obligation to provide certain non-emergency medical transportation services for its members under the terms of their Individual and Group Health Plan membership contracts with the county. NEMT services provide transportation to and from covered Medi-Cal services for eligible members. This contractor has been part of the CCHP Provider Network providing NEMT services and fostering a deep understanding of the CCHP organizations mission, values, and long-term objectives since May 1, 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 no conflicts with labor relations. This 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 NEMT services needed is complex and requires seamless coordination, integration and collaboration with existing programs and systems. There are a total of 17 NEMT providers in CCHP's service area. CCHP is currently contracted with 14 of the NEMT's. This contract renewal will maintain comprehensive area coverage for the entire CCHP membership and meet the Knox-Keene Act, time and distance mandate required by the State of California Department of Managed Health Care (DMHC) services. This contractor has been approved by the Public Works Department's Purchasing Division on October 3, 2023.

On May 24, 2022, the Board of Supervisors approved Contract #77-428 with First Aid Transportation, LLC, in an amount not to exceed $300,000, for the provision of non-emergency medical transportation services for CCHP members and county recipients, for the period May 1, 2022 through April 30, 2025.

In consideration of the contractor's agreement to continue providing non-emergency medical transportation services and the department's need to increase rates to maintain an adequate network for CCHP members to meet Department of Health Care Services (DHCS) and Department of Managed Health Care (DMHC) mandates, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #77-428-1 will accomplish this cancellation), and (2) establish a new contract with the correct terms and conditions for the next three years.

Under new Contract #77-428-2, the contractor will continue to provide non-emergency medical transportation services for CCHP members and county recipients with the new contract term of November 1, 2023 through October 31, 2026.

CONSEQUENCE OF NEGATIVE ACTION:
If this new contract is not approved certain specialized non-emergency medical transportation 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 will be delayed.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-660 **Agenda Date:** 10/17/2023 **Agenda #:** C.73.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Cancel one Clinical Psychologist position #18477 and add one Mental Health Clinical Specialist position in the Contra Costa Health Department

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RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26168 to cancel one (1) Clinical Psychologist (VQTB) position #18477 at salary plan and grade TC2-1483 ($6,683 - $9,443) and add one (1) Mental Health Clinical Specialist (VQSB) position at salary plan and grade TC2-1384 ($6,059 - $8,994) in the Health Services Department. (Represented)

FISCAL IMPACT:
Upon approval, there is an annual cost savings of $8,653, with $2,030 in pensions included. This position will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:
The Health Services Department is requesting to add one (1) Mental Health Clinical Specialist position and cancel one (1) Clinical Psychologist position. Patients at the Martinez Wellness Center need access to timely mental health care services. It was determined that a Mental Health Clinical Specialist position would be the most appropriate classification for this role given the need for specialized mental health evaluation, therapy, intervention, and treatment services. The Mental Health Clinical Specialist position will be responsible for, but not limited to providing mental health therapy, intervention and treatment to mild-moderate patients from the ambulatory care clinic, maintaining an updated and active caseload in their EPIC Compass Rose program, preparing social case histories, referring clients to appropriate community agencies, and coordinating care with the relapse prevention team. Adding this position will allow the department to provide essential mental health therapy services to patients.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, the department will not have enough staff to provide critical patient access, and timely mental health care.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26168
DATE 7/18/2023

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6417 Agency No. A18

Action Requested: Cancel one (1) Clinical Psychologist (VQTB) position #18477 and add one (1) Mental Health Clinical Specialist (VQSB) position in the Health Services Department. (Represented))

Proposed Effective Date: 8/1/2023

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 ($8,653) Net County Cost _____

Total this FY ($5,047) N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Cost Savings (100% Enterprise Fund I)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Larita Clow
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 10/4/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE _____
Exempt from Human Resources review under Delegated Authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)

_____ _____
(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:

P300 (M347) Rev 3/15/01

REQUEST FOR PROJECT POSITIONS

Department _____ Date_____ No. xxxxx

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

File #: 23-661 **Agenda Date:** 10/17/2023 **Agenda #:** C.74.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Add One (1) Biomedical Equipment Technician II Position in the Contra Costa Health Department

RECOMMENDATIONS:

ADOPT Position Adjustment Resolution No. 26198 to add one (1) Biomedical Equipment Technician II (VFVD) position at salary plan and grade TC5-1588 ($7,197 - $7,935) in the Contra Costa Health Department. (Represented)

FISCAL IMPACT:

This will have an annual cost increase of $152,923 with $35,878 in pensions included (Salary & Benefits) and cost savings of $296,400 from the Mulitmedical Systems Contract No. 76693 (Services & Supplies). This position will be fully funded by 100% Hospital Enterprise Fund I. (Dept 0540/Org 6536)

BACKGROUND:

Over the last few years, the COVID-19 pandemic resulted in the need for more medical equipment and to provide maintenance which increased the workload for the Biomedical Equipment unit. The unit had a contract with Multimedical Systems (contract # 76693) which initially started on October 1, 2020, was renewed on May 1, 2022, then expired on April 30, 2023, which provided one contractor. To provide equitable staffing and since the contract expired (cost savings), the unit needs to add one PFT Biomedical Equipment Technician II position to efficiently provide repair services to backlogged requests and to find a more permanent solution to handle the increased workload.

This position will be responsible for completing requests for emergency repair work, consulting with medical and professional staff to ensure equipment functions properly, conducting safety and operational inspection of medical equipment, inspecting patient care facilities and technical equipment areas to ensure patient and staff safety for electrical and mechanical hazards, and conducting preventative maintenance for both scheduled and emergency repairs of analytical, diagnostic and therapeutic equipment.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it could potentially compromise the care of patients and the safety of staff members using the medical equipment.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26198
DATE 8/2/2023

Department Health Services
Agency No. 18

Department No./
Budget Unit No. 0540 Org No. 6536

Action Requested: Add one (1) PFT Biomedical Equipment Technician II (VFVD) position (represented) in the Contra Costa Health Department.

Proposed Effective Date: 8/15/2023

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost increase $152,923 Net County Cost _____

Total this FY $89,205 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: **Cost increase in Salary & Benefits. 100% funded by Hospital Enterprise Fund I. Cost savings in Services & Supplies of $296,400 from the Mulitmedical Systems Contract No. 76693.**

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Laurén Jimenez
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 10/4/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)

_____ _____
(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. xxxxx

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-662 **Agenda Date:** 10/17/2023 **Agenda #:** C.75.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Add 1 PFT Environmental Services Supervisor Position and Cancel 1 P.I. Food Services Worker-Generalist (40 hours) in Contra Costa Health

RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26199 to add one PFT Environmental Services Supervisor (1WHB) position at salary plan and grade ZA5-1136 ($4,983 - $6,057) and cancel one Permanent Intermittent Food Services Worker - Generalist (Position No. 14470, 40 hours) (1KVG) position at salary plan and grade TB5-1002 ($3,948 - $4,798) in Contra Costa Health. (Represented)

FISCAL IMPACT:
Upon approval, this action will result in an annual cost increase of $24,262 with $5,692 in pension costs included. This increase will be 100% funded by Hospital Enterprise Fund I. (Dept 0540 / Org 6501)

BACKGROUND:
The Food and Nutrition Services program requests to add one permanent full time Environmental Services Supervisor (1WHB) position. There is currently only one filled Environmental Services Supervisor position that is specifically assigned to work the PM shift and to be equitable, the unit has an emergent need to add this position to cover the AM shift to supervise the Food Service Worker employees. In addition, management must focus on higher-level responsibilities and priorities of the program instead of providing direct supervision to the AM employees. Adding this position will ensure cohesive workflow, routine processes development/review, log review, logistics, and handling emergencies in a timely manner.

CONSEQUENCE OF NEGATIVE ACTION:
If this position does not get approved, it will be an inequitable working condition and supervision will not be given on a consistent basis to the AM shift employees.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26199
DATE 5/30/2023

Department Health Services
Agency No. 18

Department No./
Budget Unit No. 0540 Org No. 6501

Action Requested: Add one PFT Environmental Services Supervisor position and cancel one Permanent Intermittent Food Services Worker - Generalist (Position No. 14470, 40 hours) position in Contra Costa Health. (represented)

Proposed Effective Date: 6/13/2023

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost increase $24,262 Net County Cost _____

Total this FY $14,153 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: **100% funded by Hospital Enterprise Fund I**

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Laurén Jimenez
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 10/4/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE _____

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)

_____ _____
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 10/11/2023
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Paul Reyes
_____
(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:

P300 (M347) Rev 3/15/01

REQUEST FOR PROJECT POSITIONS

Department _____ Date_____ No. xxxxx

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-668 **Agenda Date:** 10/17/2023 **Agenda #:** C.76.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Reassign 21 Positions and their incumbents in a Substance Use Unit from the Public Health Division to the Behavioral Health Division in the Health Services Department

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26203 to reassign:

- two (2) Mental Health Community Support Worker IIs (VQVB) and their incumbents in position numbers #16916 and #16917 in salary plan and grade TC5 0968 ($3,896 - $4,735);
- six (6) vacant Mental Health Clinical Specialists (VQSB) in position numbers #16439, #16919, #16918, #16920, #16921, #16922 in salary plan and grade TC2 1384 ($6,059 - $8,994);
- one (1) Mental Health Clinical Specialist (VQSB) and its incumbent in position number #16822 in salary plan and grade TC2 1384 ($6,059 - $8,994);
- nine (9) Substance Abuse Counselors (VHVC) and their incumbents in position numbers #16820, #16928, #16929, #16931, #16932, #16933, #16934, #16935, and #16937 in salary plan and grade TC5 1436 ($6,192 - $7,526);
- two (2) vacant Substance Abuse Counselors (VHVC) in position numbers #16927 and #16936 in salary plan and grade TC5 1436 ($6,192 - $7,526); and
- one (1) Substance Abuse Program Manager (VHGE) and its incumbent in position number #16843 in salary plan and grade ZA5 1750

from the Public Health Division to the Behavioral Health Division in the Health Services Department. (Represented).

FISCAL IMPACT:
All positions will reassign from PH 0450, cost center 5754 to BH 0467, cost center 5960. Upon approval, this action will incur a cost of $3,189,304 including pension costs of $465,924 for the Behavioral Health Division and a resulting cost savings for the Public Health Division in the same amount.

BACKGROUND:
In 2022, the State Department of Health Care Services (DHCS) initiated CalAIM in with the focus of improving the quality of life and health outcomes of Medi-Cal Members. An important feature of CalAIM was the implementation of the statewide availability of Enhanced Care Management (ECM) in the Medi-Cal managed care delivery system.

The Health Services Department has assessed its operational efficiencies of Medi-Cal service deliverables for clients with substance use hardships and severe mental disorders. As a result, the department decided to reassign the Substance Abuse program from the Public Health Division to Behavioral Health Division.

This reassignment is necessary due to the new model for Enhanced Care Management (ECM). ECM serves Medi-Cal patients with highly complex needs, including those with Substance Use Disorder and/or Severe Mental Illness. This category of clientele has much tighter linkages to the Behavioral Health Services System of care. The Behavioral Health Division has robust staffing with expansive clinical expertise and intensive supervision that will be tremendously beneficial to ECM participants. As such, to ensure the department can surpass its ability to provide the required level of care with the Department of Health Care Services, the department will reassign the Public Health Division's Substance Abuse program to the Behavioral Health Division.

CONSEQUENCE OF NEGATIVE ACTION:
If the action is not approved, the department will not be able to accomplish its goal of expanding the most relevant clinical expertise to ECM participants.

POSITION ADJUSTMENT REQUEST

NO. 26203
DATE 10/3/2023

Department No./
Department Health Services Budget Unit No. 0467 Org No. 5960 Agency No. 18

Action Requested: Reassign 21 Positions and their incumbents in a Substance Use Unit from the Public Health Division to the Behavioral Health Division in the Health Services Department (see Attachment A)

Proposed Effective Date: 10/18/2023

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 $3,189,304.01 Net County Cost $0.00

Total this FY $2,391,978.01 N.C.C. this FY $0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT n/a

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Mary Jane De Jesus-Saepharn
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for — 10/10/2023
Deputy County Administrator — Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE _____
Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☐ Day following Board Action.
☐ _____(Date)

(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:

P300 (M347) Rev 3/15/01

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

P300

Reassign 21 Positions and their incumbents in a Substance Use Unit from the Public Health Division to the Behavioral Health Division in the Health Services Department

ATTACHMENT A

MH Community Support Worker II

- Jennifer Covalt, Position #16916, Employee #88850
- Diane Chase, Position #16917, Employee #89046

Mental Health Clinical Specialist

- Vacant, Position #16439,
- Salman Baruti, Position #16822, Employee #89337
- Vacant, Position #16919
- Vacant, Position #16921
- Vacant, Position #16918
- Vacant, Position #16920
- Vacant, Position #16922

Substance Abuse Counselor

- Vacant, Position #16820
- Vacant, Position #16927, Employee #77302
- Antoine Houff, Position #16928, Employee #84947
- Danielle Luster, Position #16929, #87655
- Linda Washington, Position #16931, Employee #85065
- Quincy Slatten, Position #16932, Employee #80682 – LOA
- Lisa Kennedy, Position #16933, Employee #85245
- Ginger La Pierre, Position #16934, Employee #87637
- Janel Masadas, Position #16935, Employee #86255
- Vacant, Position #16936
- David Turner, Position #16937, Employee #74806

Substance Abuse Program Manager

- Stephen McNutt, Position #16843, Employee #86401

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-671 **Agenda Date:** 10/17/2023 **Agenda #:** C.77.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Add, cancel and increase the hours of positions in various classifications in the Health Services Department . (100% Hospital Enterprise Fund I).

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution No. 26204 to make the following represented position adjustments in Contra Costa Health Department:

1. Add two (2) Licensed Vocational Nurse (VT7G) 24/40 positions at salary plan and grade TAX-1287 ($5,329 - $6,805) and cancel one (1) vacant Licensed Vocational Nurse (VT7G) 40/40 position #7411 at salary plan and grade TAX-1287 ($5,329 - $6,805) in department 0540 and org 6417;
2. Add four (4) Community Health Worker I (VKWC) 40/40 positions at salary plan and grade TC5-0933 ($3,763 - $4,149) and cancel three (3) vacant Medical Social Worker II (X4VH) 40/40 positions #7911, #15712, and #15713, at salary plan and grade 255-1590 ($7,458 - $9,066) in department 0540 and org 6518;
3. Increase the hours of one (1) Clerk - Experienced Level (JWXB) position #15782 and its incumbent EE#90420 from 32/40 to 40/40 at salary plan and grade 3RH-0750 ($4,013 - $4,979); and
4. Increase the hours of one (1) Registered Nurse (VWXG) position #15807 and its incumbent EE#91255 from 24/40 to 40/40 at salary plan and grade L32-1880 ($12,004 - $14,991).

FISCAL IMPACT:
Upon approval, this action will result in an annual cost savings of approximately $43,357.37, with pension costs of $6,334.06 already included. (100% Hospital Enterprise Fund I)

BACKGROUND:
The Health Services department is requesting the following actions to support operational needs in various units:

1. The Martinez Wellness Center has had immense difficulty hiring and retaining full-time Licensed Vocational Nurses (LVN's). There have been multiple full-time LVN positions that have remained vacant despite continuous recruitment efforts; in addition, when full-time positions are filled, the department has noticed rapid turnover rates largely due to incumbents desiring to continue their education simultaneously. To attract and retain new staff, the Martinez Wellness Center is requesting to cancel one of their vacant full-time Licensed Vocational Nurse positions and add two part-time Licensed Vocational Nurse positions in its place. These positions will mainly be responsible for supporting the

nursing workflow, facilitating patient care effectively, and assisting with making appointment reach out/reminder calls.

2. In December of 2022, the Department's Medical Social Services Unit went through organizational changes and several positions were unfunded. After a thorough review of the unit's current staffing and operational needs, it was determined that priority should be given to community outreach efforts and client support services. As such, Medial Social Services is requesting to add four Community Health Worker I positions, which would be responsible for arranging patient transportation; providing substance use resources; checking insurance coverage; and assisting with shelter/respite placement and the In-Home Support Services (IHSS) process. In addition, the unit has identified three vacant Medical Social Worker II positions that will be canceled to offset the cost of adding these new positions.

3. The Concord Health Center has seen an increase in incoming calls and patient referrals for outside specialty care in recent months. Because of the increased clerical work involved with processing these referrals in a timely manner, as well as ensuring that calls are answered and patient inquiries are addressed appropriately, the part-time incumbent of Clerk - Experienced Level position #15782 has consistently been working full-time hours. The incumbent has requested to permanently increase their hours from part-time to full-time, which the department has determined would be a benefit to operations.

4. The Martinez Wellness Center has been operating with low numbers of nursing staff, making it difficult to sustain daily clinical operations. Because of this, the part-time incumbent of Registered Nurse position #15807 has consistently been working full-time hours. The incumbent has requested to permanently increase their hours from part-time to full-time, which would allow them to continue providing additional support for patient lab result resourcing and patient education.

CONSEQUENCE OF NEGATIVE ACTION:
If not approved, the Martinez Wellness Center and Concord Health Center will continue to have insufficient staff to maintain operations, resulting in increased wait times for patients and longer turnaround times for processing requests. In addition, the Medical Social Services unit will continue to house vacant positions that are no longer needed, while not having the appropriate classifications to perform community outreach and patient support services.

POSITION ADJUSTMENT REQUEST

NO. 26204
DATE 10/5/2023

Department Health Services
Department No./ Budget Unit No. 0540 Org No. _____ Agency No. A18

Action Requested: Add, cancel and increase the hours of positions in various classifications in the Health Services Department (see Attachment A)

Proposed Effective Date: 10/18/2023

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	($43,357.37)	Net County Cost	$0.00
Total this FY	($28,904.91)	N.C.C. this FY	$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT N/A - Cost Savings

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lauren Ludwig
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for _____ 10/10/2023
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE _____
Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☐ Day following Board Action.
☐ _____(Date)

_____ _____
(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:

P300 (M347) Rev 3/15/01

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

P300

Add, cancel and increase the hours of positions in various classifications in the Health Services Department (see Attachment A)

ATTACHMENT A

- Add two (2) Licensed Vocational Nurse (VT7G) 24/40 positions in department 0540, org 6417
- Cancel one (1) Licensed Vocational Nurse (VT7G) 40/40 position #7411
- Add four (4) Community Health Worker I (VKWC) 40/40 positions in department 0540, org 6518
- Cancel three (3) Medical Social Worker II (X4VH) 40/40 positions #7911, #15712, and #15713
- Increase the hours of Clerk – Experienced Level (JWXB) position #15782 and its incumbent EE#90420 from 32/40 to 40/40
- Increase the hours of Registered Nurse (VWXG) position #15807 and its incumbent EE#91255 from 24/40 to 40/40

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-669 **Agenda Date:** 10/17/2023 **Agenda #:** C.78.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Reclassify one Medical Records Technician position #7073 and its incumbent in the Health Services Department

---

RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26162 to reclassify position #7073 and its incumbent (Employee #78670) from Medical Records Technician (VNTB) at salary plan and grade 3RX-1119 ($4,512 - $5,762) to Medical Records Coder (VNTA) at salary plan and grade 3R5-1288 ($5,347 - $6,500) in the Health Services Department. (Represented)

FISCAL IMPACT:
There is an annual increase of $12,829.00, with $4,975.00 in pensions included. The cost will be funded by 100% Hospital Enterprise Fund I.

BACKGROUND:
The Health Services Department requested that the Human Resources Department conduct a comprehensive evaluation of the Medical Records Technician position #7073 in the Patient Billing Department as the duties and responsibilities of the position have evolved to the higher-level classification of Medical Records Coder. With the CAO's approval, Human Resources conducted a desk audit to determine if the higher-level classification is more appropriate. At the conclusion of the review, Human Resources confirmed that the work performed in this position had changed over time and was now consistent with the expectations of the Medical Records Coder job classification.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, the incumbent will not be compensated appropriately in the performance of the higher level duties. The department will not have an employee performing the required duties.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26162
DATE 3/21/2023

Department Health Services
Department No./
Budget Unit No. 0540 Org No. 6569 Agency No. A18

Action Requested: Reclassify position #7073 and its incumbent (Employee #78670) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Proposed Effective Date: 5/1/2023

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 $12,829.00 Net County Cost _____

Total this FY $3,207.00 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (100% Hospital Enterprise Fund I)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Larita Clow
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 6/28/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/5/2023
Reclassify position #7073 and its incumbent (Employee #78670) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.
☐ _____(Date)

Sanyukta Mohan Singh 10/5/2023
_____ _____
(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:

P300 (M347) Rev 3/15/01

REQUEST FOR PROJECT POSITIONS

Department _____ Date_____ No. xxxxx

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-670 **Agenda Date:** 10/17/2023 **Agenda #:** C.79.

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Reclassify one Medical Records Technician position #9574 and its incumbent in the Health Services Department

---

RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26163 to reclassify position #9574 and its incumbent (Employee #77252) from Medical Records Technician (VNTB) at salary plan and grade 3RX-1119 ($4,512 - $5,762) to Medical Records Coder (VNTA) at salary plan and grade 3R5-1288 ($5,347 - $6,500) in the Health Services Department. (Represented)

FISCAL IMPACT:
There is an annual increase of $12,829.00, with $4,975.00 in pensions included. The cost will be funded by 100% Hospital Enterprise Fund I.

BACKGROUND:
The Health Services Department requested that the Human Resources Department conduct a comprehensive evaluation of the Medical Records Technician position #9574 in the Patient Billing Department as the duties and responsibilities of the position have evolved to the higher-level classification of Medical Records Coder. With the CAO's approval, Human Resources conducted a desk audit to determine if the higher-level classification was more appropriate. At the conclusion of the review, Human Resources confirmed that the work performed in this position had changed over time and was now consistent with the expectations of the Medical Records Coder job class.

CONSEQUENCE OF NEGATIVE ACTION:
If this action is not approved, the incumbent will not be compensated appropriately in the performance of the higher level duties. The department will not have an employee performing the required duties.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26163
DATE 3/21/2023

Department Health Services
Department No./
Budget Unit No. 0540 Org No. 6569 Agency No. A18

Action Requested: Reclassify position #9574 and its incumbent (Employee #77252) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Proposed Effective Date: 5/1/2023

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 $12,829.00 Net County Cost _____

Total this FY $3,207.00 N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (100% Hospital Enterprise Fund I)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Larita Clow
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for 6/28/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 10/5/2023
Reclassify position #9574 and its incumbent (Employee #77252) from Medical Records Technician (VNTB) to Medical Records Coder (VNTA) in the Health Services Department. (Represented)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)

Sanyukta Mohan Singh 10/5/2023
_____ _____
(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:

P300 (M347) Rev 3/15/01

REQUEST FOR PROJECT POSITIONS

Department _____ Date_____ No. xxxxx

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-663 **Agenda Date:** 10/17/2023 **Agenda #:** C.80.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Resolution to add one Deputy Fire Marshal position and cancel one Battalion Chief position

RECOMMENDATIONS:
ADOPT Position Adjustment Resolution No. 26197 to add one Deputy Fire Marshal (RJGA) (unrepresented) position at salary plan and grade BF5 2149 ($15,052 - $18,296) and cancel one vacant Battalion Chief 40-hour (RPHE) (represented) position #19979 at salary plan and grade HAS 2149 ($16,550 - $18,246) in the Fire Protection District.

FISCAL IMPACT:
There is no fiscal impact. This request is tied to a position modification that was approved in FY 2023-24 Recommended Budget Resolution No. 2023/189, Attachment C (page 17).

BACKGROUND:
As previously stated, the Battalion Chief-40 Hour position was added during the FY 2023-24 budget development period as a budgetary placeholder for the District, while it continued to work with the County Human Resources Department on the establishing of a Deputy Fire Marshal classification. In February 2023, the classification of Fire Marshal was revised and retitled to Deputy Fire Marshal. This request is to add one Deputy Fire Marshal position and to cancel the placeholder Battalion Chief 40-hour position.

CONSEQUENCE OF NEGATIVE ACTION:
Failure to add a position of Deputy Fire Marshal will hinder the District's ability to fill this now vital role.

☒Recommendation of the County Administrator
☐ Recommendation of Board Committee

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, County Administrator and Clerk of the Board of Supervisors

By:

POSITION ADJUSTMENT REQUEST

NO. 26197
DATE 9/21/2023

Department No./
Department CCFPD Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADOPT Position Adjustment Resolution No. 26197 to add one Deputy Fire Marshal (RJGA) and cancel one vacant Battalion Chief 40-hour (RPHE) position #19979 in the Fire Protection District.

Proposed Effective Date: 10/18/2023

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	$0.00	N.C.C. this FY	$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCCFPD Operating Fund

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Elizabeth Loud
_____
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Enid Mendoza) 9/25/2023
_____ _____
Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 9/29/2023
Add one Deputy Fire Marshal (RJGA) (unrepresented) position and cancel one vacant Battalion Chief 40-hour (RPHE) (represented) position # 19979 in the Fire Protection District.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.
Effective: ☒ Day following Board Action.
☐ _____(Date)

Gladys Reid 9/29/2023
_____ _____
(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 10/11/2023
☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Enid Mendoza
_____
(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:

P300 (M347) Rev 3/15/01

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-664 **Agenda Date:** 10/17/2023 **Agenda #:** C.81.

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Purchase order with NTT America, Inc.

☒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 NTT America, Inc. in an amount not to exceed $453,600 for the renewal of Proofpoint email protection software and services for the period of October 1, 2023, through September 30, 2024.

FISCAL IMPACT:
The cost of this purchase will be offset by charges to user departments. (100% User Departments)

BACKGROUND:
Proofpoint email protection software guards against malware and non-malware threats such as impostor, phishing emails and spam by authenticating all senders without blocking legitimate emails. The Proofpoint software delivers an effective unified solution to protect critical data from advanced email breaches which are an ongoing cyber threat. This software will benefit all County departments except the Health Services Department, which currently has its own Proofpoint software.

On September 7, 2021, the Board approved Proofpoint's annual subscription purchase order with an initial term of September 1, 2021 through August 31, 2022, and General Terms and Conditions which includes a limitation of liability clause that limits Proofpoint's liability under the Terms and Conditions to an amount not to exceed the annual subscription fee paid to Proofpoint, provided that the limitation does not apply to Proofpoint's indemnity obligations, gross negligence, or breach of confidentiality provisions.

An informal solicitation process and analysis was conducted in 2021. Proofpoint was ultimately selected from a competitive review of five (5) vendors. The Department of Information Technology will conduct a formal Request for Proposals in preparation of Proofpoint's conclusion of its third year of services and in accordance with the County's Purchasing Policy.

Service outcomes will be measured on indicators such as: number of email threats blocked, number of phishing emails reported by users, and data related to specific malicious threats or actual breaches.

CONSEQUENCE OF NEGATIVE ACTION:
This software is critical for ensuring a consistent approach to email security for the County's email systems which will be at increased risk of security breaches.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-665 **Agenda Date:** 10/17/2023 **Agenda #:** C.82.

To: Board of Supervisors

From: Marc Shorr, Information Technology Director

Report Title: Contract with Collaborative Solutions, LLC.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract with Collaborative Solutions, LLC, in an amount not to exceed $425,000, to provide Workday Managed Services for the period of October 23, 2023, through October 31, 2025.

FISCAL IMPACT:
The cost of the contract will be funded by General Funds. (100% General Fund)

BACKGROUND:
In April 2023, the County officially launched the Workday hosted financial management system which replaced the antiquated system that had been operational for more than four (4) decades. While the launch was successful and the system is working acceptably, the County needs some additional assistance with post-production implementation matters. The County's integrator, Accenture, that provided consulting services to implement Workday, provided three (3) months of post-production support. Accenture has completed its post-production support services; however, the County is still in need of additional assistance and ongoing managed services.

Accordingly, the Purchasing Division of Public Works issued a Request for Qualifications (RFQ) on March 17, 2023, to solicit bids from qualified vendors who could provide managed support services for the Workday Financial Management System. The bid yielded five (5) qualified vendors. An evaluation committee comprised of representatives from the Auditor-Controller's Office, the Department of Information Technology, and the County Administrator's Office was convened to evaluate the proposals. At the conclusion of the bidder interviews, the panel determined that Collaborative Solutions, LLC was the vendor that most closely matched the County's requirements and best met the needs of the organization. Collaborative Solutions has a proven track record with over twenty (20) years of experience deploying and supporting comprehensive human resource and financial management solutions using cloud technology. More importantly, Collaborative Solutions has supported Workday projects for 2,100 clients in 125 countries which includes governmental organizations such as the City of San Mateo, County of Jackson, Mississippi and the City of Rancho Cucamonga. Collaborative Solutions also comes highly recommended by Workday.

The proposed contract limits the vendor's liability to an amount equal to the amount paid by the County in the 12 months preceding any claim, which would be approximately $250,000, except for third party claims, which would be capped at three times the amount paid to Collaborative in the twelve 12 months preceding the third-party claim, which would be approximately $750,000.

CONSEQUENCE OF NEGATIVE ACTION:
If this request is not approved, the County will not have the resources to assist with technical issues within the Workday environment.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-666 **Agenda Date:** 10/17/2023 **Agenda #:** C.83.

To: Board of Supervisors

From: Esa Ehmen-Krause, County Probation Officer

Report Title: Inter-County Placement Agreement County of Sonoma

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract renewal with the County of Sonoma, for the placement of wards in their facility at the rate of $300 per ward per day for the period October 1, 2023 through August 31, 2024.

FISCAL IMPACT:
This contract will be 100% funded through the Juvenile Justice Realignment Block Grant.

BACKGROUND:
Senate Bill 92 (SB 92) set a defined closure for the Division of Juvenile Justice (DJJ) and declared no new commitments as of July 1, 2021. Further, Senate Bill 823 (SB 823) transferred the responsibility for managing all youthful offenders from the State to local jurisdictions. As a result of SB 823, local jurisdictions have worked together to develop a regional model for Juvenile Sex Offender Treatment. Sonoma County will be one of the regional locations to provide this type of treatment program. Contra Costa County has decided to contract with Sonoma County to be able to provide a comprehensive program to clients in our community.

CONSEQUENCE OF NEGATIVE ACTION:
Probation will be unable to provide treatment to juvenile sex offenders in Sonoma facilities.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-575 **Agenda Date:** 10/17/2023 **Agenda #:** C.84.

To: **Board of Supervisors**

From: Brian M. Balbas, Public Works Director

Report Title: Ratify the prior decision of the Public Works Director, or designee, to fully close a portion of Fourth Street and Harris Avenue on October 12, 2023, through October 27, 2023, from 8:00 a.m. through 5:00 p.m., Rodeo area.

RECOMMENDATIONS:
ADOPT Resolution to ratify the prior decision of the Public Works Director, or designee, to fully close a portion of Fourth Street and Harris Avenue on October 12, 2023, through October 27, 2023, from 8:00 a.m. through 5:00 p.m., for the purpose of a sewer main pipe repair, Rodeo area. (District V)

FISCAL IMPACT:
No fiscal impact.

BACKGROUND:
APB General Engineering shall follow guidelines set forth by the Public Works Department.

CONSEQUENCE OF NEGATIVE ACTION:
Applicant will be unable to close the road for planned activities.

cc: Larry Gossett-Engineering Services, Kellen O'Connor-Engineering Services, Bob Hendry, Engineering Services, Marke Smith, Engineering Services, Chris Lau,

Maintenance, CHP, Sheriff- Patrol Division Commander

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF: Ratifying the prior decision of the Public Works Director, or designee, to fully close a portion of Fourth Street and Harris Avenue on October 12, 2023, through October 27, 2023, from 8:00 a.m. through 5:00 p.m., for the purpose of a sewer main pipe repair at the intersection, Rodeo area. (District V)

RC23-36

NOW, THEREFORE, BE IT RESOLVED that permission is granted to APB General Engineering to fully close a portion of Fourth Street and Harris Avenue except for emergency traffic, local residents, US Postal Service and garbage trucks, from October 12, 2023, through October 27, 2023, from 8:00 a.m. through 5:00 p.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 event 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. APB General Engineering 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 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 Sheriff's Department, the California Highway Patrol and the Fire District.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-576 **Agenda Date:** 10/17/2023 **Agenda #:** C.85.

To: **Board of Supervisors**

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: Approve and Authorize to fully close a portion of Knightsen Avenue between 2nd Street and Delta Road on December 2, 2023, from 12:30 p.m. through 6:30 p.m., Knightsen 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 Knightsen Avenue between 2nd Street and Delta Road on December 2, 2023, from 12:30 p.m. through 6:30 p.m., for the purpose of the Knightsen Holiday Parade in the Knightsen area. (No fiscal impact)

FISCAL IMPACT:
No Fiscal impact.

BACKGROUND:
Knightsen Town Advisory Council shall follow guidelines set forth by the Public Works Department. This road closure request is necessary for the community of Knightsen to safely hold their annual holiday parade.

CONSEQUENCE OF NEGATIVE ACTION:
Applicant will be unable to close the road for planned activities.

cc: Larry Gossett-Engineering Services, Kellen O'Connor-Engineering Services, Bob Hendry, Engineering Services, Chris Lau, Maintenance, CHP, Sheriff- Patrol Division Commander

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 Knightsen Avenue between 2nd Street and Delta Road on December 2, 2023, from 12:30 p.m. through 6:30 p.m., for the purpose of the Knightsen Holiday Parade in the Knightsen area. (District III)

RC23-37

NOW, THEREFORE, BE IT RESOLVED that permission is granted to Knightsen Town Advisory Council to fully close a portion of Knightsen Avenue betweem 2md Street and Delta Road, except for emergency traffic, local residents, US Postal Service and garbage trucks, on December 2, 2023 for the period of 12:30 p.m. through 6:30 p.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 event 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. Knightsen Town Advisory Council 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 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 Sheriff's Department, the California Highway Patrol and the Fire District.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-577 **Agenda Date:** 10/17/2023 **Agenda #:** C.86.

To: **Board of Supervisors**

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: Accepting completion of private improvements for minor subdivision MS20-00002, Brentwood area. (District III)

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution accepting completion of private improvements per the Subdivision Agreement and release of cash deposit for faithful performance for minor subdivision MS20-00002 for a project developed by Civic Park Balfour, LLC, as recommended by the Public Works Director, Brentwood area. (District III)

FISCAL IMPACT:
100% Developer Fees.

BACKGROUND:
The developer has completed the private improvements per the Subdivision Agreement, and in accordance with Title 9 of the County Ordinance Code.

CONSEQUENCE OF NEGATIVE ACTION:
The developer will not receive a refund of the cash deposit, the Subdivision Agreement and surety bond will not be exonerated, and completion of private improvements will not be accepted.

cc: Larry Gossett-Engineering Services, Kellen O'Connor-Engineering Services, Devon Patel, Engineering Services, Randy Sander-Design/Construction, Kimberly Rodriguez, Design/Construction, Chris Lau, Maintenance, Renee Hutchins, Records, Karen Piona, Records, Chirs Halford, Mapping, Michael Mann, Finance, Civic Park Balfour, LLC, The Ohio Casualty Insurance Company

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

IN THE MATTER OF accepting completion of private improvements per the Subdivision Agreement and release of cash deposit for faithful performance for minor subdivision MS20-00002 for a project developed by Civic Park Balfour, LLC, as recommended by the Public Works Director, Brentwood area. (District III)

WHEREAS, the Public Works Director has notified this Board that the private improvements in minor subdivision MS20-00002 have been completed as provided in the Subdivision Agreement with Civic Park Balfour, LLC, heretofore approved by this Board in conjunction with the filing of the Parcel Map.

WHEREAS, these improvements are approximately located near Balfour Road, east of Deer Valley Road.

NOW, THEREFORE, BE IT RESOLVED that the improvements have been COMPLETED as of October 17, 2023, thereby establishing the six-month terminal period for the filing of liens in case of action under said Subdivision Agreement:

DATE OF AGREEMENT: December 6, 2022

NAME OF SURETY: The Ohio Casualty Insurance Company

BE IT FURTHER RESOLVED the payment (labor and materials) surety for $260,000.00, Bond No. 070218969 issued by the above surety be RETAINED for the six-month lien guarantee period until May 25, 2024, at which time the Board AUTHORIZES the release of said surety less the amount of any claims on file.

BE IT FURTHER RESOLVED that there is no warranty period required, and the Public Works Director is AUTHORIZED to refund the $5,200.00 cash security for performance (Auditor's Deposit Permit No. 859667, dated November 18, 2022) plus interest in accordance with Government Code Section 53079, if appropriate, to Civic Park Balfour, LLC, pursuant to the requirements of the Ordinance Code; and the Subdivision Agreement and surety bond, Bond No. 070218969, dated November 10, 2022 are EXONERATED.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-574 **Agenda Date:** 10/17/2023 **Agenda #:** C.87.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: Establish speed limits on Marsh Drive (Road No. 3975AU), Concord and Pacheco areas.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Traffic Resolution No. 2023/4534 to establish speed limits on Marsh Drive (Road No. 3975AU), and RESCIND Traffic Resolution 1982/2836, as recommended by the Public Works Director, Concord and Pacheco areas.

FISCAL IMPACT:
No fiscal impact.

BACKGROUND:
Marsh Drive (Road No. 3975AU) is classified as a minor arterial roadway by the Federal Highway Administration. Such a classification requires that the speed limit(s) be set according to provisions of the California Manual on Uniform Traffic Control Devices and California Vehicle Code Section 22358, if the speed limit is to be set lower than the prima facie speed limit of 55 mph. This requires an Engineering and Traffic Survey (E&TS) be performed in order to establish the appropriate speed limit. The E&TS was conducted according to established traffic engineering standards covering two sections of Marsh Drive.

This action will allow local law enforcement agencies to enforce the speed limits on Marsh Drive.

CONSEQUENCE OF NEGATIVE ACTION:
Law Enforcement's power to enforce speed limits will be limited based on the requirements established in the California Vehicle Code.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Traffic Resolution on October 17, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TRAFFIC RESOLUTION NO. 2023/4534
Supervisorial District V

SUBJECT: Establish speed limits on Marsh Drive (Road No. 3975AU), Concord and Pacheco areas.

The Contra Costa County Board of Supervisors RESOLVES that:

Based on an engineering and traffic survey and recommendations thereon 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 22358(a) and Section 627 of the California Vehicle Code, no vehicle shall travel more than 35 miles per hour on Marsh Drive (Road No. 3975AU), beginning at Center Avenue (Road No. 4074A) to 850 feet northeasterly of Vista Grande, Pacheco area:

THENCE, no vehicle shall travel more than 40 miles per hour on that portion of Marsh Drive (Road No. 3975AU), beginning 850 feet northeasterly of Vista Grande and extending easterly to the Concord City Limit (Center of Walnut Creek Bridge), Concord area.

Traffic Resolution 1986/3156, pertaining to speed limits on Marsh Drive, is hereby rescinded.

MS:sr
Orig. Dept.: Public Works (Traffic)
Contact: Monish Sen (925-313-2187)

c: California Highway Patrol
Sheriff's Department

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

By _____,
Deputy Clerk

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-575 **Agenda Date:** 10/17/2023 **Agenda #:** C.88.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: Purchase Order Amendment with Ray Morgan Company

☒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 Department, an amendment to a Blanket Purchase Order (BPO) with Ray Morgan Company, to extend the term through June 30, 2024, for continued utilization of a leased Canon C10000 VP Digital Printer for County departments' printing needs, with no change to the payment limit of $750,000.00, Countywide.

FISCAL IMPACT:

The cost of printing is initially charged to the General Fund but recovered through charges to the County departments. Print and Mail Services is a zero net County cost operation. (100% Department User Funds)

BACKGROUND:

A Blanket Purchase Order was created for the Canon V C10000 VP Digital Printer, the only machine on the market that prints both sides of a sheet of paper at the same time, saving time and money. Ray Morgan Company was selected because they are the largest local independent Canon Dealer with extensive local service staff and parts supplies. Ray Morgan locked in the lease rate and black click charge for the term of the contract.

The Public Works Department is requesting an extension of the BPO for the lease of the Canon C10000 VP Digital Printer to allow time for transferring the Rioch 9210 Color Digital Press from DoIT to Print and Mail.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, Print & Mail will not be able to provide this more cost-effective print service to County departments.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-576 **Agenda Date:** 10/17/2023 **Agenda #:** C.89.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: License with Judicial Council of California for 1010 Ward St, Room 19, Matinez

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a license with Judicial Council of California, effective January 1, 2023, for approximately 80 square feet of office space located at 1010 Ward Street, Room 19, in Martinez, that will continue until terminated, with an initial annual rent of $2,160, and annual increases, thereafter, as requested by the Public Defender.

FISCAL IMPACT:

AB109 - Public Safety Realignment. (100% State)

BACKGROUND:

Public Defender (PD) has utilized a designated office in the Court Annex Brae Building for well over 10 years. The court team of attorneys and other staff rely very heavily on daily use of this office to prepare for court, to interview clients, to print documents onsite, and to ensure that they are able to serve their clients and the public in an efficient and confidential manner. Recently, the Court requested that the PD enter into a license agreement and pay a license fee beginning January 1, 2023, for the use of this designated office.

CONSEQUENCE OF NEGATIVE ACTION:

The Public Defender's service to their clients would be disrupted and the County would need to identify a different location for the use of the Public Defender.

Judicial Council of California
Facilities Services
455 Golden Gate Avenue, San Francisco, CA 94102

REVOCABLE, EXCLUSIVE LICENSE FOR THE USE OF REAL PROPERTY

This Revocable, Exclusive License for the Use of Real Property (**"License"**) is made and entered into, as of January 1, 2023, and is by and between the Judicial Council of California (**"Judicial Council"** or **"Licensor"**) and the County of Contra Costa (**"Licensee"** or **"County"**). In this License the Judicial Council and Licensee are sometimes referred to individually as a **"Party**,**"** and collectively as the **"Parties**.**"**

RECITALS

A. The Judicial Council has jurisdiction over the facility (**"Building"**) located at 1010 Ward Street, Martinez, California, or the portion thereof that is the subject of this License, commonly known as the Jail Annex (Judicial Council #07-A4), collectively referred to herein as applicable as the **"Property."**

B. The Property is occupied and used by the Superior Court of California, County of Contra Costa (**"Court"**), and managed by the Judicial Council.

C. Notwithstanding the foregoing, the Court's occupancy and use of the Property ☒ **is** *–or–* ☐ **is not** shared with the County.

D. Licensee desires to obtain from the Judicial Council, and the Judicial Council desires to grant to Licensee, rights to access and use the portion of the Property set forth herein (**"Premises"**) for the purpose of the Office of the Public Defender maintaining and operating office space for client meetings and related purposes pursuant to the terms of this License.

E. The Judicial Council ☐ **is** *–or–* ☒ **is not** financing the construction of the Building through issuance of State Public Works Board (**"SPWB"**) lease revenue bonds (**"Bonds"**), which are in part secured by site and facility leases between the Judicial Council and SPWB pertaining to the Property (**"Bond Documents"**). If the Building is

subject to such Bond Documents as determined by the Judicial Council, then the Parties acknowledge and agree that the following provisions (**"Bond Provisions"**) apply to and govern this License; alternatively, if the Building is not subject to any Bond Documents, the following Bond Provisions are of no force or effect:

E-1. Bond Documents. This License is subordinate to the Bond Documents including, but not limited to, that certain Site Lease (**"Site Lease"**), that certain Facility Lease (**"Facility Lease"**), both dated as of [INTENTIONALLY OMITTED], entered into by and between the SPWB and Judicial Council, and any and all amendments, extensions, renewals, modifications, refinances, and replacements of the Site Lease and Facility Lease. The Site Lease was recorded in the Official Records of [INTENTIONALLY OMITTED] County on [INTENTIONALLY OMITTED], as Document No. [INTENTIONALLY OMITTED], and the Facility Lease was recorded in the Official Records of [INTENTIONALLY OMITTED] County on [INTENTIONALLY OMITTED], as Document No. [INTENTIONALLY OMITTED]. Copies of the Bond Documents are available upon request. The SPWB is not a party to this License; however, Licensee acknowledges that the SPWB shall enjoy the same protections and rights enjoyed by, but not the responsibilities, obligations, or liabilities of, the Judicial Council under this License.

E-2. Quiet Enjoyment. As a condition to issuing the Bonds, the SPWB required, among other things, that the Judicial Council and SPWB's quiet enjoyment and beneficial use of the Building not be materially impaired at any time during the term of the Bond Documents.

E-3. Subordination. Notwithstanding any provision of the License to the contrary, all rights of control, use, occupancy, and enjoyment of the Premises by Licensee are hereby subordinate and subject to the rights, covenants, and obligations as set forth in the Bond Documents.

E-4. Consent of the SPWB. The grant of rights to Licensee in this License is conditioned upon the written consent of the SPWB to this License, and without this consent, as evidenced by SPWB's signature below, this License is null and void.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto mutually agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing provisions of the Recitals are true and correct and are incorporated into this License by this reference.

2. Grant of License. The Judicial Council hereby grants to Licensee and its agents, employees, and invitees a revocable exclusive License to enter and use the Premises for the purposes, and at the times, set forth in this License. This License is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions, and rights of way with respect to the Property and the Premises, whether or not of record.

3. Description of Premises Licensed. The Premises consists of an approximately 80 square-foot room in the Building known as Room 19, as shown on **Exhibit "A"** attached hereto.

4. Commencement Date. This License shall be effective as of and commence on January 1, 2023 (**"Commencement Date"**) and shall continue until it is terminated as provided in the Termination provision herein.

5. Termination. From and after the Commencement Date, each Party shall have the right and option to terminate this License, with or without cause, at any time by giving sixty (60) days' prior written notice of the termination of this License to the other Party. In addition to the foregoing, (i) the Judicial Council shall have the right to terminate this License immediately in the event of an emergency that results in damage to, loss of, or an unsafe condition of the Premises or the Property, as determined in the Judicial Council's sole discretion; (ii) the Judicial Council shall have the right to terminate this License if Licensee fails to satisfy the Court's requirements for any Background Checks (defined below) as so provided for herein this License; and (iii) this License shall immediately and automatically terminate upon: (a) the sale or other conveyance of the Property to a party other than the State of California; or (b) relocation of the operations of the Court at the Property to an alternate location.

6. Purpose of License. The purpose of this License is to allow Licensee to enter, occupy, and use the Premises for the sole purpose set forth in the Recitals of this License, and other purposes reasonably related thereto, and for no other purpose whatsoever, subject to the terms, conditions, and restrictions set forth in this License. Licensee may only access and use the Premises Monday through Friday during the Court's normal business hours at the Building (except for Court holidays and furloughs, and as may change from time to time). This License is personal to Licensee and does not grant Licensee any ownership, leasehold, easement, or other real property interest or estate in the Premises or the Property. In no event shall Licensee represent itself or its operations in the Premises as being a part of, affiliated with, or an agent or partner of, or in a joint venture with, any of the Judicial Council, Court, or any of their respective programs or operations.

7. Consideration. Consideration for this License is Licensee's full and timely compliance with the terms, conditions, and restrictions set forth in this License.

7.1 License Fee. In further consideration of this License, Licensee shall pay to the Judicial Council a license fee in the monthly amount of $180.00, in advance, on the first day of each calendar month, starting on the Commencement Date (**"License Fee"**). If the License Fee is payable for any partial calendar month, the License Fee will be prorated based on the number of calendar days in the applicable calendar month.

7.2 Annual Increases. The License Fee shall be increased by an amount equal to three percent (3%) of the then-current License Fee commencing one (1) year after the Commencement Date, or the first day of the first full month thereafter if the Commencement Date falls on a date that is not the first day of the calendar month (**"Anniversary Date"**), and then yearly on each Anniversary Date thereafter during Licensee's occupancy of the Premises. Licensee hereby acknowledges and agrees that such increases in the License Fee shall be payable by Licensee on the dates set forth above without any requirement for additional demand or notice from the Judicial Council.

7.3 Payment; Late Fees. Each monthly installment of the License Fee shall reference Facility No. "07-A4"; shall be made payable to: *The State of California, Judicial Council*; and sent to:

Judicial Council of California
Attn: Branch Accounting & Procurement
455 Golden Gate Avenue, 6th Floor
San Francisco, California 94102

If the License Fee is not received by the Judicial Council within ten (10) days following the date that the License Fee is due, then in addition to such License Fee, Licensee shall promptly deliver to the Judicial Council a late fee equal to five percent (5%) of the License Fee, or Fifty Dollars ($50.00), whichever amount is greater.

8. Installation of Card Reader. Within sixty (60) days of the Parties' execution of this License, the County shall, and is hereby authorized to, install a security-access key-card reader connected to the Building's security system utilized by the Court in order to secure the Premises (**"Card Reader Installation"**). The County's performance of the Card Reader Installation shall be at the County's sole cost and expense, and must be coordinated in advance with Judicial Council Facilities Operations and the Court's facilities staff. The Card Reader Installation shall be performed by well-trained, properly licensed and insured workers, in a good and workmanlike manner, free from design, material, and workmanship defects. The Card Reader Installation shall not unreasonably interfere with or disrupt Court operations at the Building. Upon completion, the Card Reader Installation shall be treated as an alteration or improvement approved by the Judicial Council under and pursuant to the terms of this License.

9. Notices. Any notices required or permitted to be given under the terms of

this License must be in writing and may be: (i) personally delivered; (ii) mailed by depositing such notice in the United States mail, first class postage prepaid; or (iii) sent by reputable overnight delivery service, addressed as follows or to such other place as each Party hereto may designate by subsequent written notice to the other Party:

If to the Judicial Council: Judicial Council of California
Facilities Services
Attention: Associate Facilities Analyst
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833
Voice: 916-643-8056
Email: JCCRealEstate@jud.ca.gov

With a copy to: Judicial Council of California
Facilities Services
Attention: Manager, Real Estate
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833
Voice: 916-263-7999

If to Licensee: County of Contra Costa
Attention: Principal Real Property Agent
255 Glacier Drive
Martinez, CA 94553
Voice: 925-313-2000

In addition, all notices by Licensee relating to termination of this License or an alleged breach or default by the Judicial Council of this License must also be sent to:

Judicial Council of California
Branch Accounting & Procurement
Attention: Manager, Contracts
455 Golden Gate Avenue
San Francisco, CA 94102
Voice: 415-865-7989

10. Conditions.

10.1 Compliance. Any use made of the Premises and any construction, maintenance, repair, or other work performed thereon by Licensee, including the

installation and removal of any article or thing, shall be accomplished in a manner satisfactory to the Judicial Council. Licensee's use of the Premises shall at all times be subject and subordinate to those necessary uses of the remainder of the Property by the Court. Licensee shall ensure its activities do not interfere with the carrying on of the business of the Court.

10.2 Health and Safety Directives. Licensee must at all times adhere to all applicable local, state, and national health and safety directives, as well as any current operating plan of the Court in compliance therewith, that are in effect or may become effective during Licensee's use and occupancy of the Premises including, but not limited to, social distancing, face covering requirements, self-assessments, medical screenings, and proper cleaning procedures. Failure of Licensee to so comply with such health and safety directives of any authority having jurisdiction or of the Court shall be considered a material breach of this License and grounds for its immediate termination in the Judicial Council's sole discretion.

10.3 Improvements.

10.3.1 Except as otherwise provided for with respect to the Card Reader Installation, Licensee will not make any improvements or alterations of any kind to the Premises or the Property, including the placement or construction on, over, or under any part of the Property of any permanent structure, fixture, or installation of any kind, size, or character whatsoever, without the prior written approval of the Judicial Council, which approval will be given or withheld in the sole discretion of the Judicial Council. Licensee shall make any improvements or alterations to the Premises that are approved by the Judicial Council in compliance with law and at Licensee's sole cost and expense.

10.3.2 Unless otherwise agreed to in writing by Licensee and the Judicial Council, all improvements and alterations to the Premises that are approved by the Judicial Council and made by Licensee will be the property of the Judicial Council and will remain in and a part of the Premises when Licensee vacates the Premises. If Licensee and the Judicial Council agree that Licensee shall or may at any time remove any Judicial Council-approved improvements or alterations from the Premises, all costs and expenses associated with the removal of those improvements or alterations will be the sole responsibility of Licensee including, without limitation, the cost to repair any damage done to the Premises or the Property in removing those improvements and alterations.

10.3.3 The Judicial Council may remove any improvements or alterations to the Premises or the Property that are (i) not approved by the Judicial Council, but that are nevertheless installed by or on behalf of Licensee, or (ii) that are not removed by Licensee when required to do so in accordance herewith. Any such removal of improvements or alterations by the Judicial Council shall be at Licensee's sole cost and expense including, without limitation, any costs associated with repair of any damage done

to the Premises or the Property in removing those improvements or alterations, which shall be paid to the Judicial Council within thirty (30) days of Licensee's receipt of any invoice therefor.

10.3.4 Unless previously approved in writing by the Judicial Council, Licensee shall not (i) post signs or banners on any part of the Premises or the Property, or (ii) alter any existing structures or improvements in or on the Premises or the Property, or (iii) install stakes, poles, or other materials of any kind into any hardscape or landscape on the Property.

10.4 "AS-IS." The Premises are licensed to Licensee in their "AS–IS" condition and the Judicial Council has no obligation to Licensee for maintenance, repair, improvement, or alteration of or to the Premises or the Property during the period of Licensee's occupancy of the Premises.

10.5 Compliance with Laws and Regulations. In the exercise of any privilege granted by this License, Licensee shall comply with all applicable federal, state, and local laws, and the rules, orders, regulations, and requirements of governmental departments and bureaus. Licensee must also comply with all Judicial Council and Court rules and regulations relating to the use of the Premises and the Property that are currently in effect or may be implemented, as updated from time to time.

10.6 Operation. Licensee shall confine its activities on the Premises strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from (i) marring or impairing the appearance of the Property, (ii) obstructing access to the Premises or Property or any area or space within the Premises or Property, (iii) interfering with the transaction of Court business in, or the convenience of the public in accessing or using, the Premises or Property, (iv) jeopardizing the safety or security of persons or property on or in the Property, or (v) causing justifiable public criticism of Licensee's activities conducted in the Premises or on the Property. Licensee shall at all times maintain the Premises in a clean, sanitary, and orderly condition satisfactory to the Judicial Council and the Court.

10.7 Security/Access. Licensee will at all times comply with all security access and screening requirements in effect at the Property. Licensee will have no access to any area within the Property that is either connected to or contains confidential records or information including, but not limited to, Court files, the California Law Enforcement Telecommunications System, the Criminal Offender Records Information, or the Department of Motor Vehicles computer database.

10.8 Background Checks. Licensee shall coordinate with the Court regarding any background checks and security clearances of Licensee, its employees, agents, and contractors, which may be reasonably required by the Court (**"Background**

Check(s)"). If any Background Checks are necessary, the Court will conduct the Background Checks and notify Licensee if each applicable individual is approved to have access to the Premises. If allowable by the Court, Licensee may instead conduct any such necessary Background Checks in lieu of the Court and provide to the Court suitable documentation evidencing Licensee's completion of any necessary Background Checks. If the Court requires Background Checks of Licensee's employees, agents, or contractors, Licensee shall not allow any such individual(s) access to the Premises unless and until the individual(s) completes a Background Check to the satisfaction of the Court, as applicable. Licensee shall be responsible for all costs and expenses related to Background Checks and, to the extent applicable, Licensee shall promptly reimburse the Court for all actual and reasonable costs and expenses associated with any Background Checks required hereunder. If Licensee does not comply with these terms or does not satisfy the Court's requirements to pass any such Background Checks, the Judicial Council may terminate this License effective upon delivery of written notice to Licensee upon which Licensee will not be permitted to access the Premises except as specifically allowed and conditioned by the Court.

10.9 Insurance. Licensee will, at all times during the period of Licensee's occupancy of the Premises, provide and maintain, at its sole expense, insurance of the type and with coverage amounts set forth in **Exhibit "B,"** which is attached to and made a part of this License.

10.10 Damage. Licensee shall not damage, destroy, or displace any part of the Property or any personal property for which the Judicial Council, or the Court, is responsible in the exercise of the privilege granted by this License without the prior written consent of the Judicial Council and the express agreement of Licensee to promptly replace, return, repair, and restore the Property or any such personal property to a condition satisfactory to the Judicial Council and the Court.

10.11 Indemnification. Licensee shall and hereby does indemnify, defend (with counsel satisfactory to the Judicial Council), and save harmless the Judicial Council, the Court, and their respective judicial officers, employees, and agents from and against any and all liability, damages, attorney fees, costs, expenses, or losses of any kind whatsoever including, without limitation, damages related to decreases in the value of the Property and claims for damages or decreases in the value of any adjoining property (**"Indemnified Loss"**). An Indemnified Loss includes, without limitation, court costs, penalties, fines, liens, judgments, consultants' fees, investigation and remediation costs, and other expenses of every kind asserted against or incurred by the Judicial Council and/or the Court directly or indirectly arising from or related to the exercise by Licensee, its officers, employees, agents, or invitees, of the privilege granted by this License, its or their use of the Premises or the Property, or any other act or omission of Licensee, including from any failure by Licensee to comply with the terms of this License. Licensee's obligation to defend will commence immediately upon the assertion of any claim or

demand for an Indemnified Loss by or against the Judicial Council or the Court that is tendered to Licensee; shall apply to any claim that actually or potentially falls within the coverage of this indemnity provision, even if such allegation is or may be groundless, fraudulent, or false; and will continue at all times after such tender until each such claim is fully and finally resolved. Notwithstanding the foregoing, this indemnity shall not apply to those losses solely and directly caused by the gross negligence or willful misconduct of the Judicial Council, the Court, or their respective officers, employees, or agents. Licensee's indemnification and defense obligations under this section shall survive the termination or expiration of this License.

10.12 Storage. Any property of the Court, the Judicial Council, or their respective judicial officers, employees, or agents that must be removed to permit exercise of the privilege granted by this License shall be stored, relocated, or removed from the Premises, and returned to their original location upon termination of this License, at the sole cost and expense of Licensee, as directed by the Judicial Council.

10.13 Licensee's Personal Property. Licensee will be solely responsible for any risk of loss, damage to, or destruction of Licensee's personal property located within the Premises or otherwise on the Property. The Judicial Council shall not be responsible for any damage to or destruction of any personal property of Licensee, its employees, or invitees, or for any compensation or claim for inconvenience, loss of business, or annoyance arising from Licensee's loss of use of the Premises or any such personal property. Any property of Licensee installed or located on the Premises must be removed promptly upon expiration, termination, or abandonment of this License. Any property of Licensee not removed within that time may be removed, stored, or disposed of by the Judicial Council at the expense of Licensee.

10.14 Expense. Any cost, expense, or liability connected with or in any manner incident to the granting, exercise, enjoyment, or relinquishment of this License shall be assumed and discharged by Licensee.

10.15 Future Requirements. In addition to the terms of this License, the Judicial Council shall have the right to impose reasonable rules and requirements for use of the Premises and/or the Property from time to time, and Licensee shall promptly and continuously comply with any such further rules and requirements as the Judicial Council may hereafter impose and deliver to Licensee.

10.16 Attempted Variations. There shall be no variation or departure from the terms of this License without the prior written consent of the Judicial Council.

10.17 Surrender. Upon the termination of this License, Licensee shall surrender the Premises to the Judicial Council in the same condition as the Premises were in when received by Licensee on the Commencement Date (ordinary wear and tear

excepted), free from hazards, and clear of all debris. At such time, Licensee shall remove all of its property from the Property, except as otherwise provided in this License or agreed to in writing by the Judicial Council and Licensee.

11. Rules of Conduct on the Property.

11.1 No Disturbances. Licensee, its employees, and invitees shall refrain from disorderly conduct, or conduct that creates loud and unusual noises or unpleasant odors, or that obstructs the customary use of the common areas of the Property including, without limitation, the entrances, exits, foyers, corridors, offices, elevators, stairways, and parking lots, or that otherwise impedes or disturbs (i) Court judges, staff, or jurors in the performance of their duties; (ii) members of the public in transacting business or obtaining services provided on the Property; or (iii) other occupants, employees, and invitees of the Property from accessing or using the Property.

11.2 No Gambling. Licensee, its employees, and invitees shall refrain from conducting or participating in games for money or other personal property, the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets at, on, or in the Property.

11.3 Drug Free Environment. Licensee will not knowingly permit any person under the influence of any non-prescribed drug defined by the state or federal government as a "controlled substance" or that is otherwise intoxicated to enter upon the Property. The possession, sale, or use of any "controlled substance" (except when permitted by law) on the Property is prohibited.

11.4 No Weapons or Explosives. Licensee, its employees, and invitees, while on the Property, are prohibited from carrying firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, and from storing any such weapons or explosives on or within the Property, except for permitted official purposes.

11.5 No Smoking. Smoking in any form or manner including, without limitation, vaping shall not be permitted on the Premises at any time, and Licensee, its employees, and invitees shall additionally comply with all applicable laws and ordinances regarding smoking in the vicinity of all entrances to and the exterior of the Property.

12. General Provisions.

12.1 No Assignment. This License is personal to Licensee. Licensee shall not assign or otherwise transfer this License or any rights, privileges, or obligations hereunder to any other person or entity, nor shall Licensee permit the use of any portion of the Premises by others without the prior written consent of the Judicial Council, which consent will be given or withheld by the Judicial Council in its sole discretion.

12.2 Anti-Discrimination. Licensee shall comply with all applicable federal and California laws relating to discrimination against employees or members of the public because of, without limitation, the 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 of any person, including, but not limited to, the California Fair Employment and Housing Act, the California Unruh Civil Rights Act, the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

12.3 Governing Law. This License is governed by and will be construed in accordance with the laws of the State of California without regard to its conflict of law provisions. The venue for any action brought with respect to the enforcement or interpretation of the provisions herein or otherwise related to this License shall be with the Superior Court of California in the County in which the Property is located.

12.4 License Temporary in Nature. Licensee agrees that the rights herein are of a temporary, exclusive, non-possessory nature and in no event will this License or any memorandum of this License be recorded with the County Recorder's Office, nor will Licensee have a claim to any right or interest in the Premises or the Property other than as specifically provided for in this License.

12.5 Relationship of the Parties. Licensee and the Judicial Council hereby confirm and agree that, in performing their respective obligations and exercising their respective rights under this License, each Party is at all times an independent contractor with respect to the other Party, and that no relationship of employer-employee, partnership, or joint venture is created by this License between Licensee and any of the State of California, the Judicial Council, or the Court. Neither Licensee nor the Judicial Council, nor any other person or entity performing services on behalf of either Party pursuant to this License, will have any right or claim against the other Party under this License for social security benefits, workers' compensation benefits, health benefits, vacation pay, sick leave, or any other employee benefits of any kind or nature whatsoever. Each Party is responsible to provide and maintain its own workers' compensation insurance covering its own employees, and neither Party will have any liability or responsibility for workers' compensation insurance coverage for employees of the other Party.

12.6 Certification of Authority to Execute this License. Licensee and the Judicial Council each certifies that the individual(s) signing this License on its behalf has authority to execute this License on its behalf and may legally bind it to the terms and conditions of this License and all exhibits attached hereto.

12.7 No Relocation Assistance. Licensee acknowledges that upon any termination of this License, Licensee is not entitled to any relocation payment or advisory assistance of any type from the State of California, the Judicial Council, or the Court.

12.8 Possessory Interest. Licensee recognizes and understands that this License may create a possessory interest subject to property taxation and that Licensee may be subject to the payment of property taxes levied on such interest.

12.9 Severability. If any term, provision, covenant, or restriction in this License is determined to be invalid, void, unenforceable, or otherwise inconsistent with applicable law, the remainder of the terms, provisions, covenants, and restrictions of this License will remain in full force and effect and will in no way be affected, impaired, or invalidated. It is hereby stipulated and declared to be the intention of Licensee and the Judicial Council that they would have executed the remaining terms, provisions, covenants, and restrictions set forth in this License without including any of such terms, provisions, covenants, or restrictions that may be hereafter declared invalid, void, or unenforceable.

12.10 Counterparts and Electronic Execution. This License may be executed in counterparts (including PDF copies), each of which shall be deemed an original as against the Party signing such counterpart and which together shall constitute one and the same instrument. The Parties agree that the signature pages of this License may be executed, scanned, and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this License, with such scanned and electronic signatures having the same legal effect as original signatures.

[SIGNATURES ON FOLLOWING PAGE(S)]

ACCEPTED AND AGREED TO:

LICENSEE:

COUNTY OF CONTRA COSTA

By: _____
Name: Brian M. Balbas
Title: Public Works Director
Date: _____
Tax ID #: _____

LICENSOR:

JUDICIAL COUNCIL OF CALIFORNIA

By: _____
Name: Stephen Saddler
Title: Manager, Contracts
Date: _____

APPROVED AS TO FORM:
Judicial Council of California,
Legal Services

By: _____
Name: Jeremy P. Ehrlich
Title: Attorney
Date: _____

EXHIBIT "A"

DEPICTION OF PREMISES

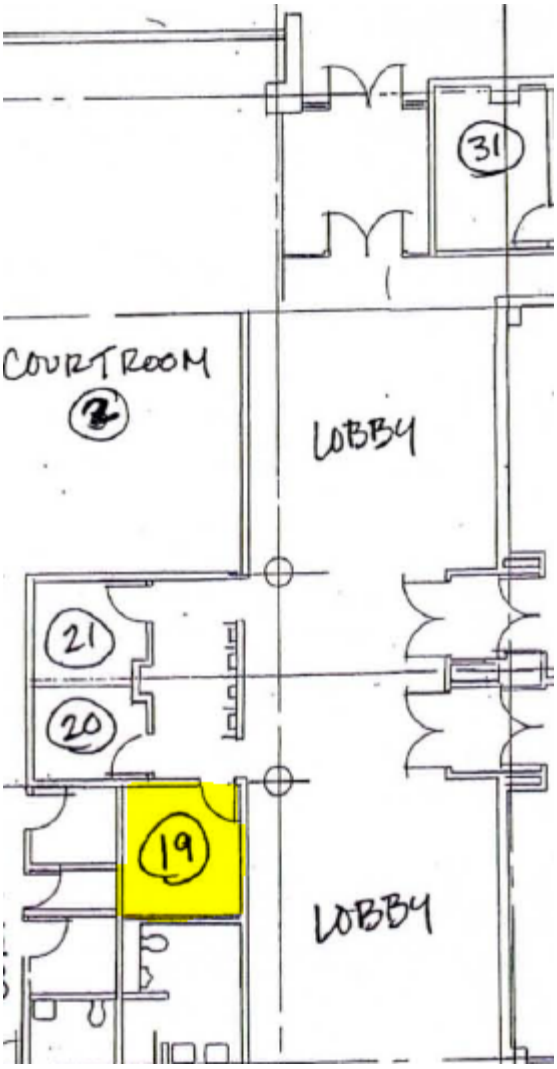

EXHIBIT "B"

INSURANCE REQUIREMENTS

1. General Requirements.

1.1 During the period of time Licensee occupies or uses space at or in the Property, Licensee will maintain, or cause to be maintained, insurance that is issued by an insurance company or companies that are rated "A-VII" or higher by A.M. Best's key rating guide and are approved to do business in the State of California, or that is through a program of self-insurance with excess coverage.

1.2 Before commencement of its use, Licensee will provide the Judicial Council with certificates of insurance, on forms acceptable to the Judicial Council, as evidence that all required insurance is in full force and effect. The certificates of insurance must clearly indicate the following:

1.2.1 The State of California, Judicial Council, and Court as well as either or both the County (if a joint occupant of the Property, as indicated in the Recitals above) and the SPWB (if this License is subject to the Bond Provisions, as indicated in the Recitals above), including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents, if any, have been added as additional insureds on the insurance policy being referenced, but only with respect to liability assumed by Licensee under the terms of this License;

1.2.2 The insurance policy being referenced will not be materially changed or cancelled without thirty (30) days' prior written notice to the Judicial Council;

1.2.3 The insurance policy being referenced is primary and non-contributing with any insurance, self-insurance, or other risk management program maintained by the State of California, Judicial Council, or Court as well as SPWB (if applicable), including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents, if any; and

1.2.4 Licensee and its insurers providing the insurance contracts being referenced waive any right of subrogation or recovery they may have against any of the State, Judicial Council, or Court as well as SPWB (if applicable), including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents for loss or damage to the Premises or Property.

1.3 The Certificates of Insurance shall be addressed as follows:

Judicial Council of California
Facilities Services
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
Attn: Risk Management
Fax: 415-865-4294

2. Insurance Requirements. Before the commencement of the use of the Premises authorized by the terms of this License, Licensee will furnish to the Judicial Council verification that the following insurance is in force:

2.1 Commercial General Liability. Commercial general liability insurance written on an occurrence form with limits of not less than $1,000,000 per occurrence, and a $1,000,000 per location annual aggregate. Each policy must include coverage for liabilities arising out of premises, operations, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance must apply separately to each insured against whom a claim is made or lawsuit is brought, subject only to the insurance policy's limit of liability.

2.2 Commercial Automobile Liability. When an automobile is used in connection with the use of the Premises, automobile liability insurance with limits of not less than $500,000 per accident. Such insurance must cover liability arising out of a motor vehicle, including owned, hired, and non-owned motor vehicles, assigned to or used in connection with this License.

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance as required by law. Employer's liability limits not less than $1,000,000 for each accident, $1,000,000 as the aggregate disease policy limit, and $1,000,000 as the disease limit for each employee.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-577 **Agenda Date:** 10/17/2023 **Agenda #:** C.90.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: 1203 W. 10th Street - Sublease Amendment with YMCA

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a sublease amendment with Young Men's Christian Association of the East Bay (YMCA), 1203 W. 10th Street in Antioch, to extend the term of the sublease through June 30, 2024, to correspond to the term of the service contract under which YMCA operate a Head Start program at this location, with an annual rent of $52,329.

FISCAL IMPACT:

No fiscal impact. Lease revenue received from YMCA directly offsets lease expense paid to the master lessor.

BACKGROUND:

The County has leased the grounds at 1203 W. 10th Street in Antioch from the State of California since 1999. The County constructed four modular buildings on the site. The YMCA was selected to operate the Head Start program beginning on July 1, 2022. The sublease is tied to the term of the service contract under which the YMCA operates the Head Start program at the site for the County. If the service contract between the County and YMCA is not renewed or is terminated for any reason, the sublease will terminate, and the County will replace YMCA as the operator of the program and the sublessee of the space.

Head Start programs promote school readiness for infants, toddlers, and preschool-aged children from low-income families. The ground lease and sublease provide the County and YMCA with continued occupancy for childcare and Head Start programs throughout the Antioch community.

CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the sublease for the continued operation of the Head Start facility at this location would require finding another suitable location at increased rent, together with the associated expenses of moving and constructing new tenant improvements.

FIRST AMENDMENT TO SUBLEASE

1203 W. 10th Street
Antioch, California

This first amendment is dated October 3, 2023, and is between the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**County**") and YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE EAST BAY, a non-profit public benefit corporation (the "**Sublessee**").

Recitals

A. The County and the 23rd District Agricultural Association (the "**Master Lessor**") are parties to a ground lease dated March 1, 2020, under which the County is leasing from the Master Lessor the real property located at 1203 W. 10th Street in Antioch, California (the "**Property**").

B. The County and Sublessee are parties to a sublease dated July 1, 2022, under which the Sublessee is leasing three County-owned buildings on the Property, known as Building A, Building B, and Building C, from the County (the "**Sublease**").

C. The County and sublessee are parties to a separate service contract dated July 1, 2023, under which Sublessee is operating a Head Start program for the County at the Premises (such contract, as it may be amended from time to time, the "**Service Contract**"). Lessee desires to continue to lease the Premises for the purpose of satisfying its obligations under the Service Contract. The term of the Service Contract is through June 30, 2024.

D. The parties desire to amend the term of the Sublease to correspond to the term of the Service Contract.

The parties therefore agree as follows:

Agreement

1. All terms used but not defined in this first amendment have the meaning ascribed to them in the Sublease.

2. Section 2, Term, is deleted in its entirety and replaced with the following:

   2. Term**.** The "**Term**" of this lease is two years, commencing on July 1, 2022, and continuing through June 30, 2024. If the Service Contract is renewed or extended, at the option of the County, the term of this Sublease may be extended by written amendment to this Sublease. In no event may the term of this sublease be extended beyond the expiration or termination of the Service

Contract. If the sublease is extended in accordance with the terms of this sublease, all references to the Term of this sublease will be deemed to mean the Term as extended pursuant to this Section.

3. Section 3, Rent, is deleted in its entirety and replaced with the following:

3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month during the Initial Term and, if applicable, the Renewal Terms, in the amounts set forth below:

Period	Monthly Rent
July 1, 2022 – June 30, 2023	$4,153.12
July 1, 2023 – December 31, 2023	$4,360.78
January 1, 2024 – June 30, 2024	$4,360.78

Rent for any partial month will be prorated at the rate of 1/30 of the applicable monthly rent per day.

4. Section 29, Termination, is deleted in its entirety and replaced with the following:

29. Termination. If the County terminates the Service Contract for any reason, or for no reason, the Term of this sublease will end on the same date that the Service Contract terminates. If the County terminates this sublease, which it may do for any reason or for no reason, the Service Contract will end on the same date that this sublease terminates. Upon any such termination, Sublessee shall surrender the Premises in accordance with Section 15, Surrender of Premises.

5. All other terms of the Sublease remain unchanged.

[Remainder of Page Intentionally Left Blank]

County and Sublessee are causing this first amendment to be executed as of the date set forth in the introductory paragraph.

COUTNY OF CONTRA COSTA, a political subdivision of the State of California

By: _____
Brian M. Balbas
Director of Public Works

YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE EAST BAY, a California nonprofit, public benefit corporation

By: _____
Fran Gallati
President and CEO

RECOMMENDED FOR APPROVAL:

By: _____
Jessica L. Dillingham
Principal Real Property Agent

By: _____
Stacey Sinclair
Senior Real Property Agent

APPROVED AS TO FORM
THOMAS L. GEIGER, COUNTY COUNSEL

By: _____
Kathleen M. Andrus
Deputy County Counsel

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-578 **Agenda Date:** 10/17/2023 **Agenda #:** C.91.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: ACCEPT the Infrastructure Report for Calendar Years 2020 through 2022, dated September 2023, Countywide.

☐Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:
ACCEPT the Infrastructure Report for Calendar Years 2020 through 2022, dated September 2023, as recommended by the Transportation, Water and Infrastructure Committee.

FISCAL IMPACT:
No fiscal impact.

BACKGROUND:
This Infrastructure Report provides the data to view the progress in the construction of transportation infrastructure in the County road right of way. In the process of constructing the infrastructure, the County met many of its goals for improving safety, reliability, efficiency, multi-modal access, equity, and sustainability. County-maintained bicycle and pedestrian improvements, pavement preservation, traffic signals, and green stormwater infrastructure are among the items inventoried within this report. Within this report various items of infrastructure were inventoried. The various items were constructed and added to the inventory as a result of capital transportation projects administered by the Public Works Department, developer improvements, and miscellaneous projects within the County right of way from calendar years 2020 through 2022. Future reports are expected to be produced in March of each year for infrastructure that was constructed the previous calendar year.

CONSEQUENCE OF NEGATIVE ACTION:
Failure to accept the Infrastructure Report will mean that the final version of the report will not be published.

Contra Costa County
Public Works
Department

Brian M. Balbas, Director
Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
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2020 TO 2022 INFRASTRUCTURE REPORT

September 2023

"Accredited by the American Public Works Association"
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2020 TO 2022 INFRASTRUCTURE REPORT

I. INTRODUCTION/PURPOSE OF REPORT

This infrastructure report provides the data to view the progress in the construction of transportation infrastructure in the County road right of way. In the process of constructing the infrastructure, the County met many of its goals for improving safety, reliability, efficiency, multi-modal access, equity, and sustainability. County-maintained bicycle and pedestrian improvements, pavement preservation, traffic signals, and green stormwater infrastructure are among the items inventoried within this report. The various items were constructed and added to the inventory as a result of capital transportation projects administered by the Public Works Department (PWD), developer improvements, and miscellaneous projects within the County right of way from calendar years 2020 through 2022. Future reports are expected to be produced in March of each year for infrastructure that was constructed the previous calendar year.

II. PROJECTS

Transportation infrastructure improvements are constructed by the PWD's contractors and labor forces and by land development projects. **Table 1** at the end of this report lists all the capital transportation, maintenance, developer, and miscellaneous projects that were constructed during the 2020 through 2022 time period. Each project listed shows its purpose and need, description, and goals achieved in the columns.

The capital transportation projects are typically listed in the biennially adopted Capital Road Improvement and Preservation Program (CRIPP) Report. Types of projects include but are not limited to pavement widenings, sidewalk improvements, bicycle improvements, traffic signal installations, and pavement preservation projects. These projects were funded by various sources, such as local, state, and federal funds.

Maintenance projects include surface treatments that are performed using County labor and equipment. They also include base failure repairs and pothole filling. Note that some pavement preservation projects are performed by a contractor to the PWD, and these fall under capital transportation projects.

Land development projects are typically constructed as a result of Conditions of Approval (COA) that were written to support projects such as subdivisions, land use permits, or development permits, and are constructed by the developers' contractors. These projects are either on-site or off-site improvements depending on the COA, and these projects are only considered for this list if they constructed facilities in the road right of way, as opposed to private facilities. Projects are usually directly funded by developers, but a portion of the projects may be funded by local funds collected from developer fees, such as Areas of Benefit.

Finally, some miscellaneous projects were constructed during the course of the year as a direct result of community input or other programs. These are usually for the purpose of traffic calming,

which may include speed humps or crosswalk enhancements. Miscellaneous projects are usually funded by local funds such as gas tax and Measure J sales tax.

The projects are funded in a variety of ways including local, state, and federal funds. The funding plan usually includes gas tax, developer mitigation fees, and grants. The PWD determines what infrastructure is needed and scopes projects based on public input and data that gets collected. The PWD will then put together a funding plan and apply for the grants throughout the course of each year. There are many types of projects like bridge replacements and retrofits, storm damage repair projects, pavement preservation projects, complete streets projects, road widenings, etc. For more information on project funding, see the CRIPP report located on PWD's website at www.contracosta.ca.gov/cripp.

III. GOALS

Every project or activity that is constructed or performed within the County's road right of way meets one or more of the six goals from the mission, vision, values statements for the Transportation Engineering Division and the PWD:

- Safety: The project improves a road or an intersection such that it either tends to cause people to drive more slowly, provides a separation between motorists and bicyclists and pedestrians, or warns motorists if they may be departing their lane. These projects that promote safety are chosen because they support the County's Vision Zero plan, as adopted by the Board of Supervisors on March 1, 2022. (General Plan Goal 5-A)

- Reliability: The project or activity restores a road or other piece of infrastructure to a better condition. One of the most common reasons for a reliability project is to return a road's pavement condition index (PCI) to a higher condition. The PCI is a measure of how much work must be done to return the road to an as-new condition. As a road degrades, surface treatment activities like slurry or chip seals will increase the PCI. If a road degrades too far before such treatment is performed, the road will further degrade and may require a much more expensive treatment, which could include removing the old pavement and replacing it with new pavement. The PCI is a metric that the PWD uses to gauge how much funding should be allocated to reliability projects. As roads age, they get exponentially more expensive to repair. The PWD has typically performed less expensive but more frequent surface treatments that extend the life of the pavement. However, there have been budgetary issues that cause PWD to defer the maintenance to later years. The trouble with that is that the pavement begins to quickly deteriorate to the point where more base failure and pothole repairs are needed. Ultimately, the entire pavement section may need to be replaced in a capital project, which would take funds from other projects that serve other goals.

- Efficiency: The project typically adds capacity of efficiency for motor vehicles travelling County roads. These include adding additional travel lanes or turning lanes. They also include signal timing adjustments that require analysis of how each intersection operates.

The idea is that more motor vehicles can use the road more efficiently. As local, state, and federal policies toward complete streets have been implemented, the County has performed fewer efficiency projects, with more focus on achieving other goals. Efficiency projects are designed to improve the level of service (LOS) of roadway corridors and intersections. With the State of California's new emphasis on Vehicle Miles Traveled with the passage of SB 743 (Steinberg, 2013), which is a metric of how many new cars are put on the roads as a result of new development, LOS analysis for the automobile is no longer evaluated under the California Environmental Quality Act. Efficiency projects are often in opposition to the other goals. (General Plan Goals 5-A and 5-E)

- Multi-Modal Road Access: The project includes improving bicycle, pedestrian, and transit uses within the right of way. Pedestrian and bicycle infrastructure is built where feasible in accordance with the County's complete streets policy adopted by the Board of Supervisors on July 12, 2016. Also, infrastructure that promotes connectivity of all roadway users, especially pedestrian, bicycle, and transit have been scoped based on the Active Transportation Plan adopted by the Board of Supervisors on April 26, 2022. (General Plan Goal 5-A)

- Equity: Every area is unique and provides different levels of challenge. Some communities are considered "impacted" if their median income falls below a certain level, and there has been a push in recent years to apply more resources to these areas. Another form of equity is the Americans with Disabilities Act and the requirements to make the road right of way accessible to all users, regardless of disability. Today, most grant opportunities that exist rate equity as a high criteria for project selection. This means that given all things equal as far as improving safety and multi-modal access, projects within impacted communities are usually selected to boost this demographic. (General Plan Goal 5-C and 5-K)

- Sustainability: Today there is more focus on the longevity of projects than previously considered. This is especially true in the face of climate change and the problems it has caused. Sustainability projects may consider sea level rise or greenhouse gas emissions as criteria that they are attempting to correct for. (Will be a goal in the new General Plan.)

IV. INFRASTRUCTURE REPORT

The projects listed in **Table 1** constructed various types of public infrastructure. The types of facilities that were constructed are listed in **Table 2**. The quantity of each type of public infrastructure facility constructed (e.g., linear feet (LF) of Class II Bike lane and number ("Each" or "EA") of Americans with Disabilities Act (ADA)-compliant ramps) within a given year is summarized in each column. The right-most column cross-references the projects listed in **Table 1** to the Public Infrastructure Items listed in **Table 2**.

2020 TO 2022 INFRASTRUCTURE REPORT

The Public Infrastructure items are sorted into several headings, such as bicycle improvements and pedestrian enhancements. The list includes the following:

- Bicycle improvements and pedestrian enhancements, which support the County's complete streets and County's Active Transportation Plan programs.
- Pavement preservation, such as surface treatments that are planned annually to cycle through all roads within the County over time, and repairs such as base failure repairs and pothole fillings.
- Bridges and guardrails.
- Traffic signal improvements.
- Other traffic safety improvements and miscellaneous items.
- Green stormwater infrastructure, as is required to be built by section C.3 of the Regional Water Quality Control Board Municipal Regional Permit (MRP), that was constructed both by capital projects and by development projects.

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Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
Bridge Projects					
B22-1	2022	Marsh Drive Bridge Replacement	To replace a structurally, geometrically, and hydraulically deficient bridge and improve multi-modal connectivity.	Replaced bridge to be higher and wider than the old one and to have a pedestrian path and bicycle lanes.	Reliability, Sustainabilty, Multi-Modal
Capital Projects					
C20-1	2020	2019 Full Trash Capture	To meet State Water Board requirements to reduce trash flowing to streams and creeks.	Installed trash capture devices at various inlets throughout the County.	Sustainability
C20-2	2020	2020 Surface Treatment	To preserve the existing pavement for another period of time in lieu of a full depth replacement or overlay.	Performed various surface treatments at various locations throughout the County.	Reliability, Sustainability
C20-3	2020	Countywide Guardrail	To replace deficient guardrails throughout the County and to upgrade them to the latest standards.	Replaced or upgraded sections of guardrails throughout the County.	Safety
C20-4	2020	Rodeo Downtown Infrastructure	To improve pedestrian and bicycle circulation in downtown Rodeo.	Constructed sidewalk improvements and improved multi-modal infrastructure.	Safety, Multi-modal
C20-5	2020	San Pablo Dam Road Traffic Safety	To improve safety by installing a mitgation to reduce incidents where motorists cross into the opposing traffic lane.	Constructed rumble strips on the centerline and some plastic delineators.	Safety
C20-6	2020	Walnut Creek Crosswalk Improvements	To improve pedestrian and bicycle circulation in the unincorporated Walnut Creek area.	Constructed two crosswalk improvements at Olympic Blvd and at Iron Horse Trail including addition of rapidly repeating flashing beacons (RRFBs).	Safety, Multi-modal

B = Bridge Project, C = Capital Project, D = Developer, M = Maintenance Project, T = Traffic Improvement

Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
C21-1	2021	2021 Countywide Curb Ramps	To install ADA-compliant curb ramps at various intersections throughout the County, often in advance of a road preservation project.	Constructed new ADA-compliant curb ramps at various locations in the County.	Multi-modal, Equity
C21-2	2021	2021 Countywide Surface Treatment	To preserve the existing pavement for another period of time in lieu of a full depth replacement or overlay.	Performed various surface treatments such as double chip seals and cape seals at locations throughout the County.	Reliability, Sustainability
C21-3	2021	Alhambra Valley Road Realignment	To realign a curve on Alhambra Valley Road to reopen two through lanes of traffic in the location of a bank failure of Alhambra Creek	Realigned the road and repair the embankment from a storm damage bank failure.	Safety, Reliability
C21-4	2021	Bailey Road / SR4 Pedestrian and Bike Improvements	To improve pedestrian and bicycle circulation at the interchange zone under the State Route 4 overpass of Bailey Road in Bay Point.	Constructed pedestrian and bike safety enhancements at the SR4 freeway ramps including traffic signal modifications and removal of the underutilized pedestrian tunnel.	Safety, Multi-modal
C21-5	2021	Bel Air Trail Crossing	To improve pedestrian circulation and to improve safety for pedestrians on various streets along the Bel Air Trail in Bay Point.	Constructed crossing improvement of Delta de Anza Trail including a rapidly repeating flashing beacon (RRFB).	Safety, Multi-modal
C21-6	2021	Fred Jackson First Mile Last Mile Connection	To improve pedestrian and bicycle circulation on Fred Jackson Street in North Richmond.	Constructed new pedestrian and bicycle facilities including wider sidewalk, ADA-compliant curb ramps and a new wearing surface for the road.	Safety, Multi-modal, Equity
C21-7	2021	Happy Valley Embankment Repair	To repair the embankment adjacent to Happy Valley Road.	Repaired the embankment with a new retaining wall and install new guardrail.	Reliability

B = Bridge Project, C = Capital Project, D = Developer, M = Maintenance Project, T = Traffic Improvement

Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
C21-8	2021	Kirker Pass Road Safety Improvements	To improve safety along Kirker Pass Road between Concord and Pittsburg.	Constructed roadway safety improvements including new guardrail and roadside delineators.	Safety
C21-9	2021	Pinehurst Road Sinkhole Culvert Repair	To repair a deficient culvert that became a sinkhole on Pinehurst Road.	Repaired deficient culvert and road surface.	Reliability, Sustainability
C21-10	2021	Rodeo Pedestrian Enhancements	To improve pedestrian circulation and to impove safety at two pedestrian crossings in Rodeo.	Constructed new ADA-compliant curb ramps, improved pedestrian crossings, enhanced bicycle facilities, and landscaping.	Safety, Multi-modal
C21-11	2021	Oak Road Bikeway	To improve bicycle circulation and safety on Oak Road.	Constructed Class II and Class III bike lanes.	Multi-modal, Safety
C22-1	2022	2022 Countywide Curb Ramp	To install ADA-compliant curb ramps at various intersections throughout the County, often in advance of a road preservation project.	Constructed new ADA-compliant curb ramps at various locations in the County.	Multi-modal, Equity
C22-2	2022	2022 Surface Treatment	To preserve the existing pavement for another period of time in lieu of a full depth replacement or overlay.	Performed various surface treatments such as double chip seals and cape seals at locations throughout the County.	Reliability, Sustainability
C22-3	2022	Alves Lane Trail Crossing	To improve pedestrian circulation and safety on the Delta de Anza Trail in Bay Point.	Constructed bicycle and pedestrian safety enhancements at a trail crossing.	Safety, Multi-modal
C22-4	2022	Byron Highway at Byer Road Safety Improvements	To improve safety on Byron Highway at the intersection with Byer Road.	Widened pavement and constructed roadway safety improvements.	Safety
C22-5	2022	Crockett Area Guardrail Upgrades	To replace deficient guardrails throughout the Crockett area and to upgrade them to the latest standards.	Replaced and upgraded guardrails in the Crockett area.	Safety

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Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
C22-6	2022	Mayhew Way and Cherry Lane Trail Crossing	To improve pedestrian and bicycle safety on the Contra Costa Canal Trail and the Iron Horse Trail.	Constructed bike/pedestrian safety enhancements.	Safety, Multi-modal
C22-7	2022	Tara Hills Trash Capture Installation	To meet State Water Board requirements to reduce trash flowing to streams and creeks.	Installed large-scale underground trash capture devices.	Sustainability
Development Projects					
D20-1	2020	SD15-09314, Alamo Creek Phase 4	To meet condition of approval for the project.	Constructed sidewalk along Drysdale Street, Kerry Hill Street, Damara Ct, Corriedale Ct, Gritstone St.	Safety, Multi-modal, Equity
D21-1	2021	SD14-09389, Laurel Place II	To meet condition of approval for the project.	Constructed sidewalk improvements along Bailey Road.	Safety, Multi-modal, Equity
D21-2	2021	SD15-09423, 2200 Central Street	To meet condition of approval for the project.	Constructed sidewalk improvements along Pittsburg Avenue and Central Street.	Safety, Multi-modal, Equity
D22-1	2022	DP14-3041, 500 Pittsburg Ave	To meet condition of approval for the project.	Constructed sidewalk improvements along Pittsburg Avenue.	Safety, Multi-modal, Equity
Maintenance Projects					
M20-1	2020	2020 Chip Seal Project	Fulfills periodic maintenance in order to prevent and slow pavement deterioration.	Performed a chip seal on various roads throughout the County.	Reliability, Sustainability
M20-2	2020	2020 Base Failure Repairs	Repairs road failures that have occurred that do not require repaving the full road.	Performed base failure repairs by cutting out existing pavement, repairing the base and repaving throughout the County.	Reliability

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Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
M20-3	2020	2020 Pothole Repair	Repairs and fills potholes that develop, especially during the rainy season.	Repaired and filled potholes throughout the County.	Reliability
M21-1	2021	2021 Chip Seal Project	Fulfills periodic maintenance in order to prevent and slow pavement deterioration.	Performed a chip seal on various roads throughout the County.	Reliability
M21-2	2021	2021 Base Failure Repairs	Repairs road failures that have occurred that do not require repaving the full road.	Performed base failure repairs by cutting out existing pavement, repairing the base and repaving throughout the County.	Reliability
M21-3	2021	2021 Pothole Repair	Repairs and fills potholes that develop, especially during the rainy season.	Repaired and filled potholes throughout the County.	Reliability
M22-1	2022	2022 Chip Seal Project	Fulfills periodic maintenance in order to prevent and slow pavement deterioration.	Performed a chip seal on various roads throughout the County.	Reliability, Sustainability
M22-2	2022	2022 Base Failure Repairs	Repairs road failures that have occurred that do not require repaving the full road.	Performed base failure repairs by cutting out existing pavement, repairing the base and repaving throughout the County.	Reliability
M22-3	2022	2022 Pothole Repair	Repairs and fills potholes that develop, especially during the rainy season.	Repaired and filled potholes throughout the County.	Reliability

B = Bridge Project, C = Capital Project, D = Developer, M = Maintenance Project, T = Traffic Improvement

Table 1 Projects

No.	Year Built	Project Name	Purpose and Need	Description	Goals Achieved
Traffic Improvements					
T21-1	2021	TR4503, Grove Avenue at 5th Street	Improves intersection safety after study by the Traffic Engineer.	Added stop signs to the intersection.	Safety
T22-1	2022	TR4518, Silver Avenue at Giarmita Street	Improves intersection safety after study by the Traffic Engineer.	Added stop signs to the intersection.	Safety
T22-2	2022	TR4517, Grove Avenue at Giarmita Street	Improves intersection safety after study by the Traffic Engineer.	Added stop signs to the intersection.	Safety

Table 2 Constructed Infrastructure

ID	Public Infrastructure Items	UNITS	Construction Year 2020	2021	2022	Project Source (See Table 1)	Goals Achieved
1 Bicycle Improvements							
1A	Class I bicycle paths	LF	-	-	-		Multi-Modal
1B	Class II bicycle lanes (LF of individual lanes since some roads may be dual Class II/Class III)	LF	-	7588	-	C21-4, C21-6, C21-11	Multi-Modal
1C	Class III bicycle routes (LF of individual lanes)	LF	-	1350	-	C21-11	Multi-Modal
1D	Class IV bikeways	LF	-	-	-		Multi-Modal, Safety
1E	Bicycle Parking	EA	-	-	-		Multi-Modal
1F	Painted Conflict Zones (e.g. at right turn lanes or other conflict points)	EA	6	-	-	C20-4, C20-5	Multi-Modal, Safety
2 Pedestrian Enhancements							
2A	ADA-compliant ramps (New/Reconstructed curb ramps)	EA	25	222	270	C20-4, C20-6, C21-1, C21-4, C21-5, C21-6, C21-10, C22-1, C22-3, C22-4, C22-6, D20-1, D21-2, D21-1	Multi-Modal, Equity
2B	Midblock Crosswalks	EA	-	-	-		Multi-Modal, Safety
2C	Crosswalks at Uncontrolled Intersections (e.i. no traffic signal, no stop signs)	EA	-	-	1	C22-6	Multi-Modal

EA = Each Item; LF = Linear Feet; MI = Miles

Table 2 Constructed Infrastructure

ID	Public Infrastructure Items	UNITS	Construction Year 2020	2021	2022	Project Source (See Table 1)	Goals Achieved
2D	Crosswalks at Signalized Intersection	EA	-	-	-		Multi-Modal
2E	Crossings with Refuge islands	EA	-	1	1	C21-4, C22-4	Multi-Modal, Safety
2F	Speed Tables w/ crosswalks	EA	-	1	1	C21-10, C22-3	Multi-Modal, Safety
2G	Sidewalk Gaps (# of gaps filled)	EA	-	1	-	C21-5	Multi-Modal
2H	Sidewalk ONLY	LF	5,541	4,739	900	C20-4, C21-4, C21-5, C21-6, D20-1, D21-1, D21-2, D22-1	Multi-Modal
2I	Miscellaneous Pathways (asphalt, concrete, porous concrete)	LF	-	-	-		Multi-Modal
2J	Pedestrian-level lighting	EA Area (not total number)	-	-	-		Multi-Modal, Safety, Equity
2k	Street Furniture	EA Area (not total number)	-	1	-	C21-6	Multi-Modal, Equity
2K	Bulb-outs at crosswalks	EA	1	12	4	C20-4, C21-4, C21-5, C21-6, C21-10, C22-3, C22-6	Multi-Modal, Safety
2L	Street trees	EA	-	39	-	C21-6	Equity, Sustainability
2M	Wayfinding or directional signage	EA Area (not total number)	5	-	-	C20-4	Multi-Modal, Equity
2N	Street Lights	EA	17	1	32	D20-1, D21-1, D22-1	Safety

EA = Each Item; LF = Linear Feet; MI = Miles

Table 2 Constructed Infrastructure

ID	Public Infrastructure Items	UNITS	Construction Year 2020	2021	2022	Project Source (See Table 1)	Goals Achieved
3 Pavement Preservation							
3A	Surface Treatment (Slurry seal, cape seal, chip seal, double chip seal, fog seal, etc.)	centerline miles	57.66	109.13	47.598	C20-2, C21-2, C22-2, C22-4, M20-1, M21-1, M22-1	Reliability, Sustainability
3B	HMA Replacement/Overlay	LF	-	6,072	2,112	C21-2, C21-3, C21-7, C22-2	Reliability, Sustainability
3C	Base Failures	LF	7,346	90,674	72,260	M20-2, M21-2, M22-2	Reliability, Sustainability
3D	Potholes Filled	EA	1,134	1,245	2,150	M20-3, M21-3, M22-3	Reliability, Sustainability
4 Bridges							
4A	Wearing Surface Pavement Rehabilitation	EA	-	-	-		Reliability, Sustainability
4B	Retrofit/Major Repair	EA	-	-	-		Reliability, Sustainability
4C	Bridge Replacements	EA	-	1	-	B22-1	Reliability, Multi-Modal, Equity, Sustainability
4D	New Bridge	EA	-	-	-		Reliability, Multi-Modal, Equity, Sustainability
5 Guardrail							
5A	New Guardrails	LF	-	86	-	C21-7	Safety
5B	Upgraded Guardrails	LF	6,975	5,047	10,715	C20-3, C21-8, C22-5	Safety

EA = Each Item; LF = Linear Feet; MI = Miles

Table 2 Constructed Infrastructure

ID	Public Infrastructure Items	UNITS	Construction Year 2020	2021	2022	Project Source (See Table 1)	Goals Achieved
6 Traffic signals							
6A	Traffic Signal/Lighting System	EA Inter-section	-	2	-	C21-4, C21-8	Efficiency, Safety
6B	Bicycle-actuated traffic signals	EA Inter-section	-	-	-		Multi-modal, efficiency, safety
6C	Pedestrian countdown signals	EA Inter-section	-	-	-		Multi-modal, safety
6D	Improve Signal Timing	EA Inter-section	-	-	1	D22-1	Efficiency
6E	Roundabout Intersection	EA Inter-section	-	-	-		Multi-modal, efficiency, safety
6F	Rectangular Rapid Flash Beacon (RRFB) - Pedestrian Actuated	EA Crossing	2	3	4	C20-6, C21-5, C21-10, C22-3, C22-4, C22-6	Multi-modal, safety
6G	Pedestrian Hyrbrid Beacon (PHB) Crossing	EA Crossing	-	-	-		Multi-modal, safety
7 Other Traffic Safety Improvements							
7A	Road diet (typically four lanes to two lanes with a center turn lane.)	LF	-	-	-		Safety, Multi-modal, Equity
7B	Two Way Stop Controlled Intersection	EA	-	-	-		N/A
7C	All Way Stop Controlled Intersection	EA	-	1	2	T21-1, T22-1, T22-2	Safety, Efficiency
7D	Speed Feedback Sign	EA	1	-	1	C20-5, C22-4	Safety
7E	Flashers (school zone, curve ahead, etc.)	EA	2	-	-	C20-5	Safety

EA = Each Item; LF = Linear Feet; MI = Miles

Table 2 Constructed Infrastructure

ID	Public Infrastructure Items	UNITS	Construction Year 2020	2021	2022	Project Source (See Table 1)	Goals Achieved
7F	Railroad Crossing Improvements	EA	-	-	-		Safety
7G	Trail Crossings	EA	1	2	3	C20-6, C21-5, C21-6, C22-3, C22-6	Multi-Modal, Safety
7H	Protected Intersections	EA	-	-	-		Multi-Modal, Safety
7I	Rumble Strips	LF	24,300	-	-	C20-5	Safety
8 Green Stormwater Infrastructure							
8A	Bio-Retention Basin	EA	1	1	2	C20-4, C21-6, D22-1	Sustainability
8B	Grass Swale	LF	-	-	-		Sustainability
8C	Other (Infiltration column, dry well, etc.)	EA	-	-	-		Sustainability
9 Miscellaneous Improvements							
9A	Regional Trash Capture	EA	4	-	1	C20-1, C22-7	Sustainability
9B	Slide Repair	EA	-	-	-		Reliability

EA = Each Item; LF = Linear Feet; MI = Miles

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-579 **Agenda Date:** 10/17/2023 **Agenda #:** C.92.

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: License Agreement with Bethel Island Municipal Improvement District for rain gauge monitoring, Bethel Island area.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a License Agreement with Bethel Island Municipal Improvement District (BIMID), to install and maintain rain gauge and other monitoring equipment at 3085 Stone Road, Bethel Island, effective October 17, 2023, which shall remain in effect until terminated in writing by either party, for the purpose of rain gauge monitoring and equipment maintenance. (District III) (Project No.: 7505-6F8158)

DETERMINE that the activity will not have a significant effect on the environment and is not subject to the California Environmental Quality Act (CEQA), pursuant to Article 5, Section 15061(b)(3) of the CEQA Guidelines.

DIRECT the Director of Department of Conservation and Development (DCD), or designee, to file a Notice of Exemption (NOE) with the County Clerk.

AUTHORIZE the Chief Engineer, or designee, to arrange for payment of a $25 fee to the DCD for processing, and a $50 fee to the County Clerk for filing the NOE.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The District monitors the collection of rain and stream gauge data, which also includes maintenance of rain and stream gauges throughout Contra Costa County. The rain gauge at Bethel Island Municipal Improvement District (BIMID) in Bethel Island, also known as Assessor's Parcel Number 032-092-009, was installed in 2019 and continues to be an ideal location for the monitoring equipment. In consideration for the owner granting the license, the District will indemnify and defend the owner from any liabilities that arise from the use of the owner's property. District staff recommend that the Board approve the execution of the license agreement to ensure the District can collect important rain and weather-related information.

CONSEQUENCE OF NEGATIVE ACTION:

If the license agreement is not approved, the District will not be able to monitor the rain gauge equipment, which will prevent the monitoring of rainfall for this area.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Notice of Exemption

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

☒ County Clerk, County of Contra Costa

Project Title: License Agreement for BIMID Rain Gauge, Project #: WO8158, CP #: 23-24

Project Applicant: Contra Costa County Flood Control and Water Conservation District, 255 Glacier Drive, Martinez CA 94553 Main: (925) 313-2000, Contact: Shravan Sundaram, (925) 313-2366

Project Location: 3085 Stone Road, Bethel Island, CA 9451; APN 031-092-009

Lead Agency: Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553 Main: (925) 655-2705, Contact: Syd Sotoodeh (925) 655-2877

Project Description: Contra Costa County Flood Control and Water Conservation District (District) installed a rain gauge on property owned by the Bethel Island Municipal District (BIMID) in 2019. The rain gauge operates on a pallet along with a data collector powered by batteries, a small solar panel on a fence post, and an antenna attached to a nearby tower leg.

The District seeks to enter into a Precipitation and Runoff Gauge License Agreement (Agreement) with BIMID to maintain the rain gauge and ancillary equipment identified above. The Agreement shall be valid from date of full execution indefinitely unless otherwise terminated.

Exempt Status:

☐ Ministerial Project (Sec. 21080[b][1]; 15268)
☐ Declared Emergency (Sec. 21080[b][3]; 15269[a])
☐ Emergency Project (Sec. 21080[b][4]; 15269[b][c])
☐ Categorical Exemption (Sec. 15302 (c))
☒ General Rule of Applicability (Sec. 15061[b][3])
☐ Other Statutory Exemption (Sec.)

Reasons why project is exempt: The activity is not subject to CEQA as it can be seen with certainty that there is no possibility that the activity in question (issuance of Agreement) may have a significant effect on the environment, pursuant to Article 5, Section 15061(b)(3) of the CEQA Guidelines.

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: Syd Sotoodeh Date: 09/06/2023 Title: Senior Planner

Contra Costa County Department of Conservation and Development

☒ Signed by Lead Agency ☐ Signed by Applicant

AFFIDAVIT OF FILING AND POSTING

I declare that on _____ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

Signature _____ Title _____

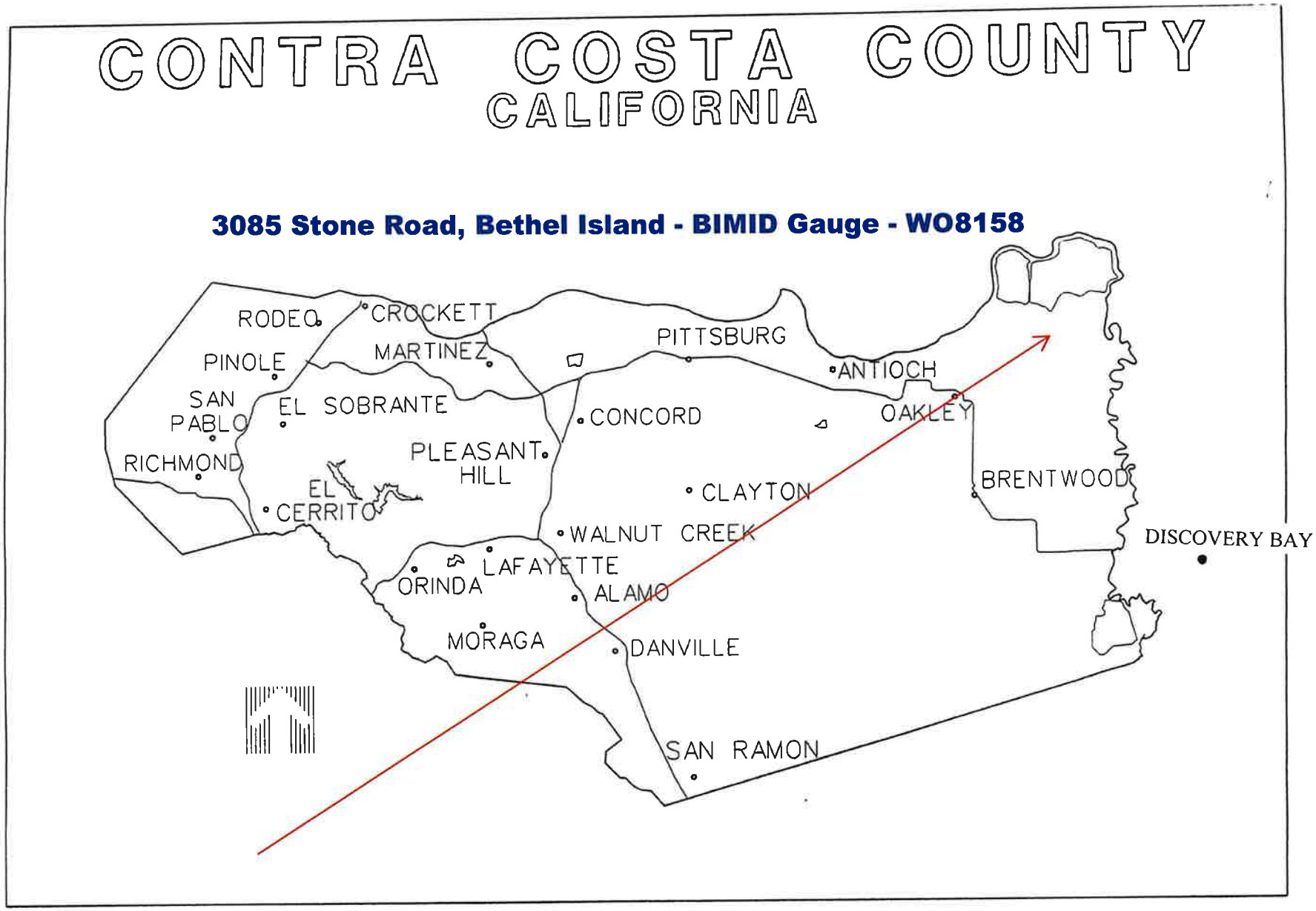
Applicant

Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: Shravan Sundaram cg
Environmental Services Division
Phone: (925) 313-2366

Department of Fish and Wildlife Fees Due

☐ De Minimis Finding - $0
☒ County Clerk - $50
☒ Conservation and Development - $25

Total Due: $75 Receipt #: _____



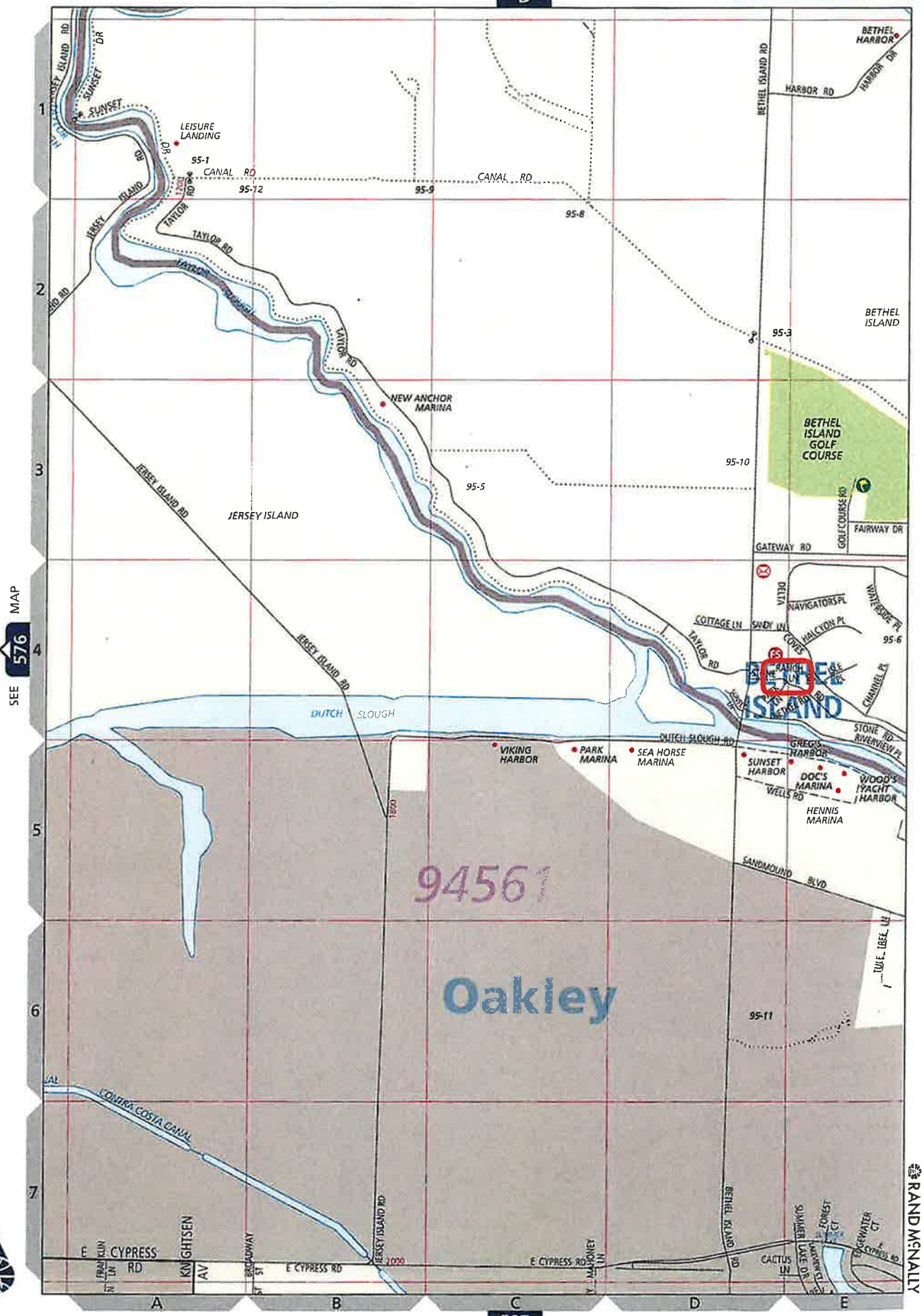
LOCATION MAP

Figure 1

SEE D MAP

1:22,800
1 in. = 1900 ft.

0 0.25 0.5
miles



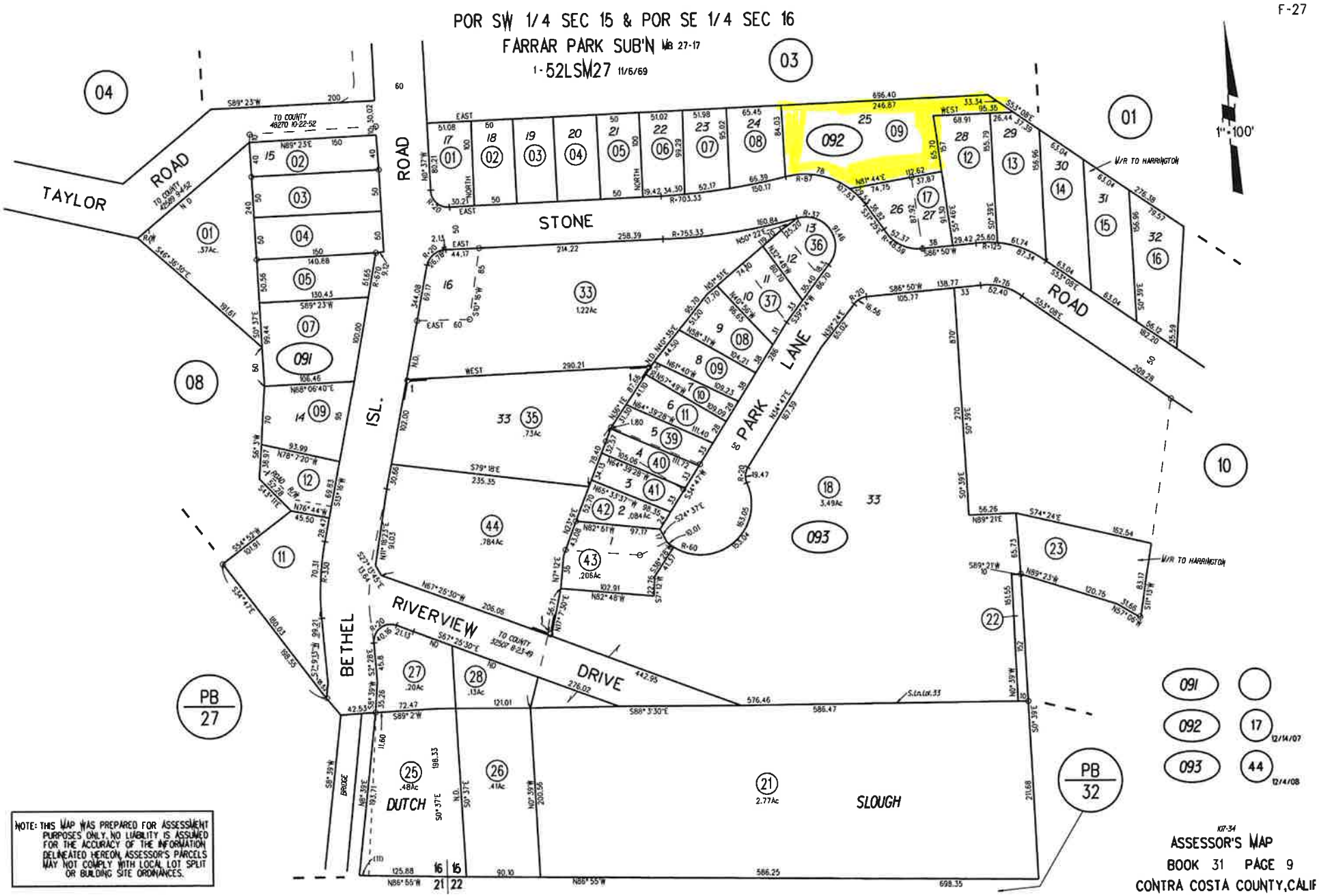
SEE 576 MAP

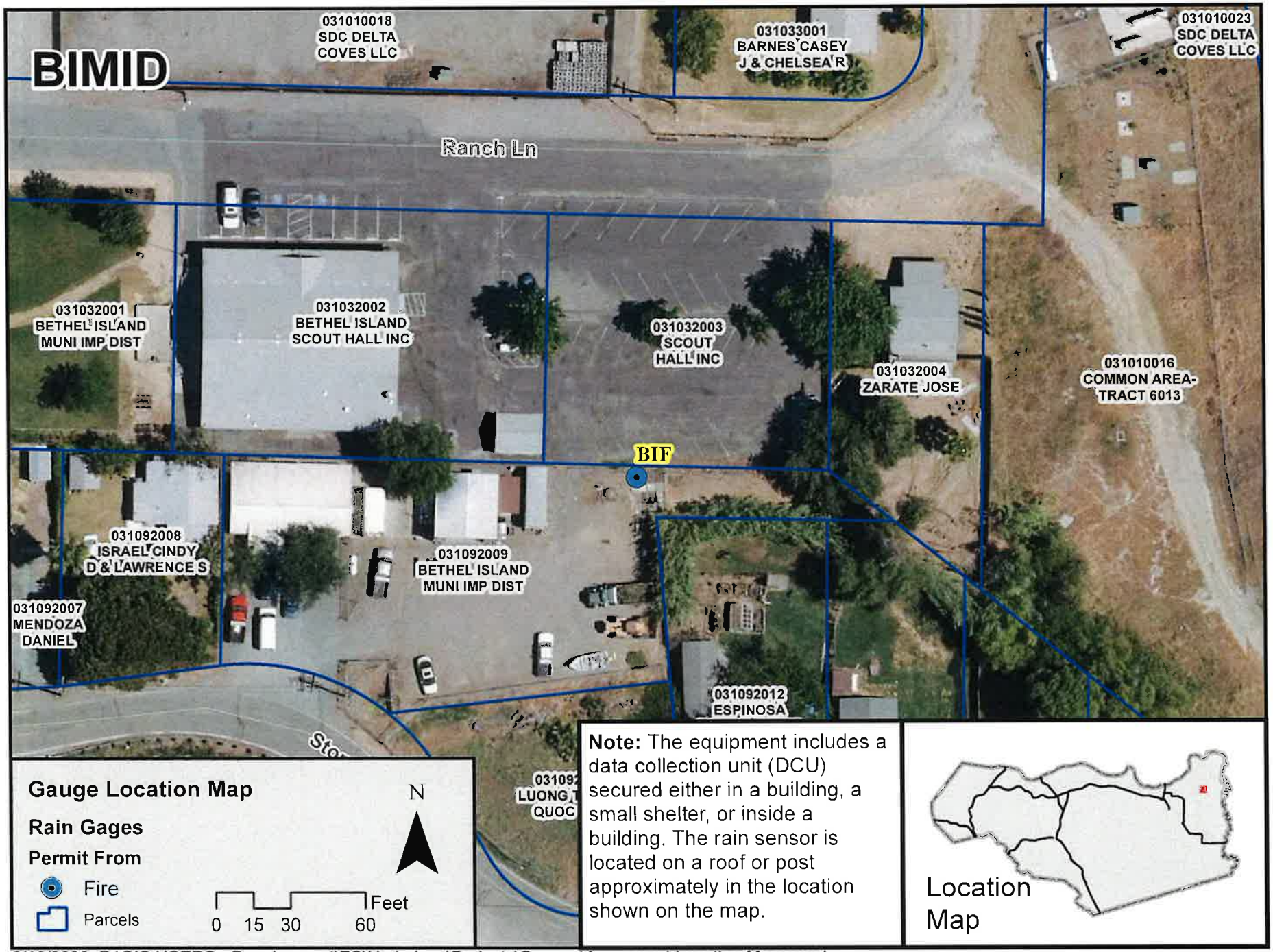
SEE 597 MAP

94561

RAND McNALLY

F-27


POR SW 1/4 SEC 15 & POR SE 1/4 SEC 16
FARRAR PARK SUB'N MB 27-17
1-52LSM27 11/6/69
TAYLOR ROAD
STONE ROAD
ISL. ROAD
PARK LANE
BETHEL ISL. ROAD
RIVERVIEW DRIVE
DUTCH SLOUGH
BRIDGE
TO COUNTY 48270 10-22-52
TO COUNTY 48569 9-4-52 N D
TO COUNTY 52502 8-23-49
W/R TO HARRINGTON
1" = 100'
NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.
PB 27
PB 32
091
092
093
17 12/14/07
44 12/14/08
K07-34
ASSESSOR'S MAP
BOOK 31 PAGE 9
CONTRA COSTA COUNTY, CALIF



6/13/2023 P:\GIS USERS - Development\FC\Hydrology\Projects\Gauges\Agreement Location Maps.mxd

PRECIPITATION & RUNOFF GAUGE LICENSE

Permission is hereby granted to Contra Costa County Flood Control and Water Conservation District (District), and their authorized agents, to enter and bring the necessary workmen, tools and equipment onto Bethel Island Municipal District's property located at 3085 Stone Road in Bethel Island, identified as Assessor's Parcel No. 031-092-009, as shown on Attachment A, for the purpose of installing and maintaining equipment and facilities for measuring and recording rainfall and rainfall runoff as shown on Attachment B.

Upon termination of this License the District will leave the Property in a clean and orderly condition.

District agrees to indemnify and hold harmless the Owner of and from any and all costs, losses, or judgments which Owner may pay or be required to pay by reason of any damage, injury or death to any person or property suffered by any person, firm or corporation as a result of the negligent exercise by District of the rights herein granted to it.

It is further understood and agreed that this permission may be terminated by written notice from either party 60 days in advance of such termination.

RECOMMENDED FOR APPROVAL:

_____

Jessica Dillingham
Principal Real Property Agent

_____

Scarlett Torres
Sr. Real Property Technical Assistant

ACCEPTED:

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

_____

Brian M. Balbas, Chief Engineer

Date_____

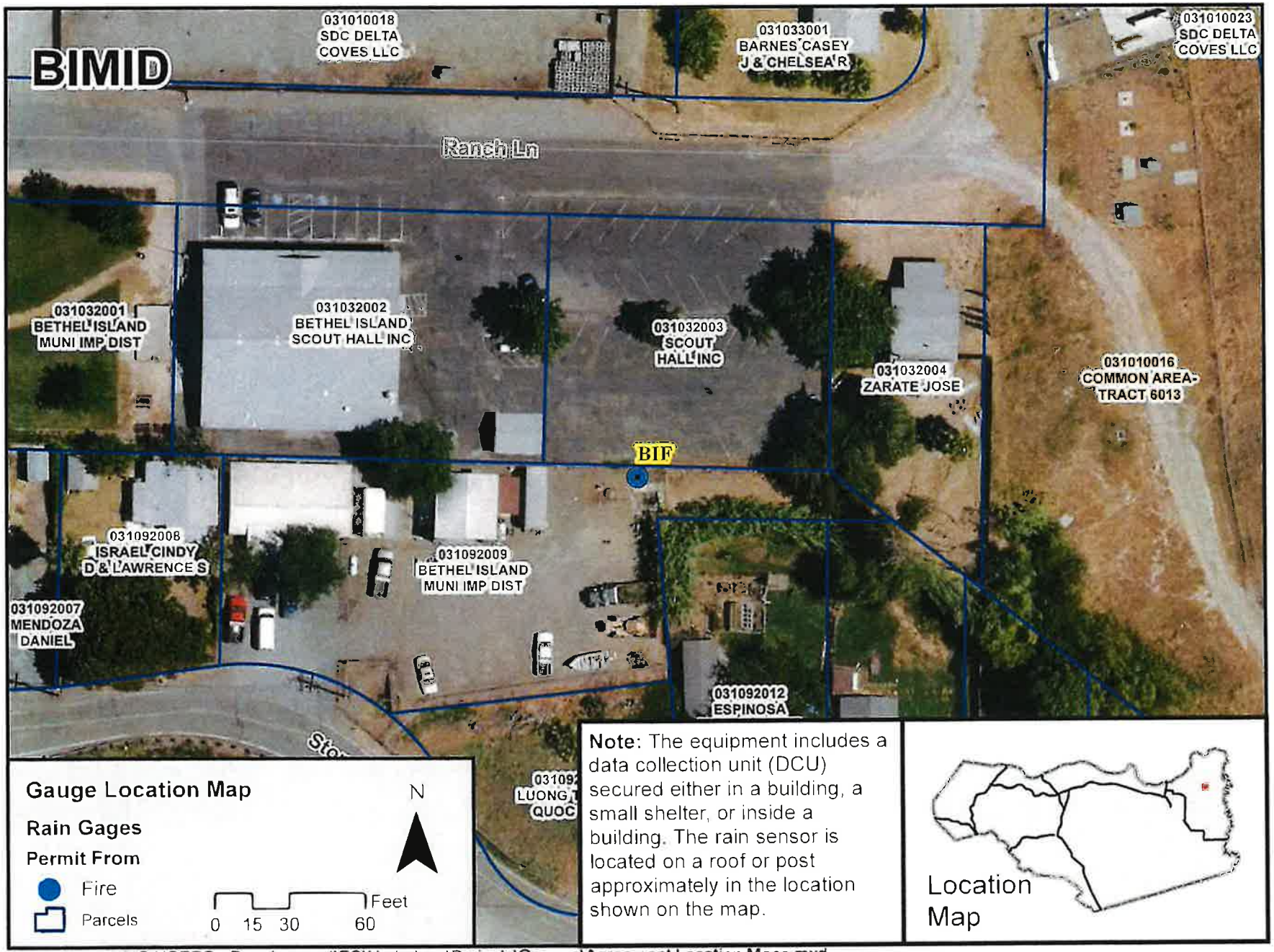
BETHEL ISLAND MUNICPAL IMPROVEMENT DISTRICT

_____

Regina Espinoza, Manager

Date_____

Attachment "A"



6/13/2023 P:\GIS USERS - Development\FC\Hydrology\Projects\Gauges\Agreement Location Maps.mxd

Attachment "B"

BIMID 3085 Stone Rd., Bethel Island

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-580 **Agenda Date:** 10/17/2023 **Agenda #:** C.93.

To: The Contra Costa County Flood Control and Water Conservation District Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Report Title: Contract Amendment with FlowWest, LLC, North Richmond area. Project #7505-6F8101

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District (Flood Control District), APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a contract amendment with FlowWest, LLC, to increase the payment limit by $408,696 to a new payment limit of $1,067,000 and to extend the term through November 15, 2025, to provide design, permitting, and California Environmental Quality Act (CEQA) services supporting the Wildcat Creek Fish Passage and Community Engagement Project (Project), North Richmond area. (100% California Department of Water Resources and U.S. Environmental Protection Agency Grant Funds)

FISCAL IMPACT:
The Project is 100% funded by the California Department of Water Resources (DWR) Proposition 68 Urban Streams Restoration Program (USRP) funds without any requirement for local matching funds. Additional funds available for this Project include funds received from the U.S. Environmental Protection Agency (EPA) San Francisco Bay Water Quality Improvement Fund and funds anticipated from the DWR Bay Area Integrated Regional Water Management, Proposition 1 Round 2 program.

BACKGROUND:
The Flood Control District, in partnership with Trout Unlimited, John Muir Chapter, was awarded a DWR USRP grant to fund the design and permitting phase of the Project. The Project is intended to retrofit the existing fish ladder in the Wildcat Creek flood control facility and replace it with a more natural design to improve fish passage. Additionally, as requested by the City of San Pablo, the Project will include a modification to an existing flood control structure to improve flow conditions and reduce flood risk to the surrounding area. The Project will also include a community engagement process to raise flood control and fish passage awareness in the community.

Through a competitive Request for Qualifications process started in March 2021, FlowWest, LLC, was hired on November 17, 2021, to provide the services needed to complete the design, permitting, and CEQA services for the Project. Since then, additional design and permitting work has been identified in order to satisfactorily complete the Project. Additional funds from DWR and the U.S. EPA have been requested and received. The requested amendment will allow the Flood Control District to be responsive to the granting agencies and complete the Project.

CONSEQUENCE OF NEGATIVE ACTION:
Without the approval of the Board, the Flood Control District will be unable to complete the design and permitting of the Project, and the Flood Control District will not benefit from additional grant funds received for the Project.

GA:TN:cw
G:\fldctl\Staff Reports 9-01-2023 and Forward\2023 SR\FlowWest Contract Amend SR 10-17-23.docx

cc: Allison Knapp, Deputy Chief Engineer, allison.knapp@pw.cccounty.us <mailto:allison.knapp@pw.cccounty.us>
Tim Jensen, Flood Control, tim.jensen@pw.cccounty.us <mailto:tim.jensen@pw.cccounty.us>
Gus Amirzehni, Flood Control, Gus.Amirzehni@pw.cccounty.us <mailto:Gus.Amirzehni@pw.cccounty.us>
Michelle Cordis, Flood Control, Michelle.Cordis@pw.cccounty.us <mailto:Michelle.Cordis@pw.cccounty.us>
Thao Nguyen, Flood Control, Thao.Nguyen@pw.cccounty.us <mailto:Thao.Nguyen@pw.cccounty.us>
Catherine Windham, Flood Control, catherine.windham@pw.cccounty.us <mailto:catherine.windham@pw.cccounty.us>

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-581 **Agenda Date:** 10/17/2023 **Agenda #:** C.94.

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 Stacie Rachelle Adams, Abel R. Arias, Jacqueline Ashley, Aspire General Insurance Co. for Maria Longoria, Oscar Cardona, Blake Davis-Murray, Brenda Hall, Perla Ortega, Clytoyia Randle, and Beverly Tribuiani. DENY late claim filed by Farideh Behbahani.

FISCAL IMPACT:
No fiscal impact.

BACKGROUND:
Stacie Rachelle Adams: Personal injury claim for trip and fall in the amount of $15,000.
Abel R. Arias: Denial of medical care claim at Martinez Detention Facility in an unspecified amount.
Jacqueline Ashley: Property claim for broken window in the amount of $409.04.
Aspire General Insurance Company as subrogee of Maria Longoria: Property claim for damage to vehicle in the amount of $3,594.85.
Oscar Cardona: Property claim for lost phone in the amount of $100.
Blake Davis-Murry: Property claim for lost personal property in the amount of $2,500.
Brenda Hall: Medical malpractice claim related to surgery at Contra Costa Regional Health Center in the amount of $1,000,000.
Perla Ortega: Personal injury claim related to vehicle accident in an amount to exceed $25,000.
Clytoyia Randle: Property claim for damage to vehicle in the amount of $7,643.61.
Beverly Tribuiani: Property claim for damage to vehicle in the amount of $436.19.

Application to File a Late Claim
Farideh Behbahani: Application to the Board of Supervisors to accept a late claim related to medical malpractice.

CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claims could extend the claimants' time limits to file actions against the County.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: RES 23-574 **Agenda Date:** 10/17/2023 **Agenda #:** C.95.

To: **Board of Supervisors**

From: David O. Livingston, Sheriff-Coroner

Report Title: California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution No. 2023/567 approving and authorizing the Sheriff-Coroner or designee, to apply for and accept a California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant in an initial allocation of $275,000 for the abatement of abandoned vessels and the vessel turn-in program on County waterways for the period beginning October 1, 2023 through the end of the grant funding availability.

FISCAL IMPACT:
$275,000; 90% State, 10% County In-Kind Match, General Fund.

BACKGROUND:
The California Division of Boating and Waterways (DBW) is prepared to award Surrendered and Abandoned Vessel Exchange grant to the Office of the Sheriff to assist the Sheriff's Marine Patrol with the removal of abandoned vessels and water hazards. The funding provided by this grant will enable the Marine Patrol Unit to remove abandoned vessels and identified hazards to vessel navigation in a continued effort to protect life and property on the waterways within Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:
Negative action on this request will result in the loss of State funding designed to significantly increase the safety and security of persons and property on the waterways within 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 Applying for and Accepting the FY 2023/2024 California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant.

WHEREAS, the County of Contra Costa is seeking funds available through the California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors: Authorizes the Sheriff-Coroner, Undersheriff or the Sheriff's Chief of Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any action necessary for the purpose of obtaining financial assistance including grant modifications and extensions provided by the State of California for the Surrendered and Abandoned Vessel Exchange Grant.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-571 **Agenda Date:** 10/17/2023 **Agenda #:** C.96.

To: Board of Supervisors

From: David O. Livingston, Sheriff-Coroner

Report Title: Forensic Pathology Services - Ikechi Ogan M.D.

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract amendment with Ikechi Ogan M.D. to clarify the contractor's qualifications and status with no change to the payment limit for forensic pathology services through the existing term expiration of September 30, 2024.

FISCAL IMPACT:
No fiscal impact. This is an amendment to the contract language with no changes to the contract limit of $1,000,000, which was already budgeted 100% by the Office of the Sheriff's budgeted General Fund.

BACKGROUND:
Ikechi Ogan M.D., who specializes in pathology and forensic pathology, will assume responsibility for and perform autopsy services for deaths that fall within the jurisdiction of the Coroner, will prepare as required documents and reports, provide training to personnel, provide court testimony as required, and ensure that quality standards are met for the services performed. This will allow the Sheriff-Coroner's Office to continue to meet the obligations to provide forensic pathology services. The contract amendment will clarify the contractor's qualifications and confirm that the contractor is an individual, not a company or group.

CONSEQUENCE OF NEGATIVE ACTION:
If a negative action is given, it will result in the Sheriff's Office not having access to this vendor to perform autopsy services and related reporting in the Coroner's Division.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-572 **Agenda Date:** 10/17/2023 **Agenda #:** C.97.

To: Board of Supervisors

From: David O. Livingston, Sheriff-Coroner

Report Title: **FY 2020 State Homeland Security Grant Program (SHSGP)**

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:
APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order and agreement with Forensic Technology, Inc., in an amount not to exceed $157,428, to purchase a BRASSTRAX Acquisition Station for the Office of the Sheriff, Forensic Services Division.

FISCAL IMPACT:
Approval will result in an expenditure of $157,428, which will be 100% funded by the FY 2020 State Homeland Security Grant Program (SHSHP). There is no net County cost.

BACKGROUND:
The Office of the Sheriff, Forensic Services Division (FSD) operates an ISO 17025 ANAB Accredited Crime Laboratory able to provide County-wide forensic testing services.

The Comparative Evidence (Firearms) Unit has experienced an increase in case submissions due to the rise of gun violence in Contra Costa County. Cartridge cases and firearms evidence are quickly triaged and prepared for entry into the National Integrated Ballistic Information Network (NIBIN) via a BRASSTRAX Acquisition Station. The sheer volume of entries requires coordination and planning as only one user can acquire cartridge cases at a time. The State Homeland Security Grant funds will be used to purchase a second BRASSTRAX Acquisition Station that would provide the FSD the ability to more efficiently and effectively process and scan cartridge cases for entry into the NIBIN database. The purchase of the BRASSTRAX Acquisition Station will improve turnaround times, reduce the backlog, and ensure timely information is delivered to law enforcement partners.

This agreement contains mutual indemnification language.

CONSEQUENCE OF NEGATIVE ACTION:
A decision not to purchase the BRASSTRAX Acquisition Station will increase the backlog and turnaround time of firearm processing and entry into the NIBIN database, which will contribute to delays in criminal

prosecutions.

1025 ESCOBAR STREET
MARTINEZ, CA 94553

CONTRA COSTA COUNTY

Staff Report

File #: 23-573 **Agenda Date:** 10/17/2023 **Agenda #:** C.98.

To: Board of Supervisors

From: Russell Watts, Treasurer-Tax Collector

Report Title: **AUTHORIZE TREASURER-TAX COLLECTOR TO WORK WITH KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT FOR WITHDRAWAL OF DISTRICT'S MONIES**

☒Recommendation of the County Administrator ☐ Recommendation of Board Committee

RECOMMENDATIONS:

AUTHORIZE the Treasurer-Tax Collector, on behalf of the County, to work with Kensington Police Protection and Community Services District (KPPCSD) to determine a mutually acceptable date for withdrawal of KPPCSD's monies from the County treasury but no later than 15 months from the date of KPPCSD adopted Resolution 2023-03 (Revision #3).

FISCAL IMPACT:

None.

BACKGROUND:

KPPCSD is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

Government Code Section 61052(a) specifies that the county treasurer of the principal county of the community services district shall be the treasurer and the depository of all the district funds. Pursuant to this provision, the Contra Costa County Treasurer is currently the treasurer for KPPCSD.

Government Code Section 61053 allows a board of directors of a community services district to appoint a district treasurer who shall serve in the place of the county treasurer. The said section also requires the board of directors of a community service district to adopt a resolution that 1) states its intention to withdraw its money from the county treasury; 2) fixes the amount of the bond for the district treasurer and other district employees who will be responsible for handling the district's finance; 3) adopts a system of accounting and auditing that adheres to generally accepted accounting principles ("GAAP'); 4) adopts a procedure of drawing and signing checks, provided the procedure adheres to GAAP; 5) designates a bank, a savings and loan association, or a credit union as the depository of the district.

The Board of Directors for KPPCSD adopted Resolution 2023-03 (Revision #3) attached hereto, pursuant to California Government Code Section 61053. The Resolution states the intention of KPPCSD's Board of Directors to withdraw its money from the County treasury and appoints KPPCSD's General Manager as its Treasurer who will serve in the place of

the County Treasurer. The Board of Directors designated Five Star Bank as the depository of the KPPCSD's money. The KPPCSD's Treasurer and financial employees shall be covered by the district's insurance policy. KPPCSD's management has developed a system of internal control, policies, and procedures regarding the district's accounting, the drawing of check, and timing of payments, etc.

Government Code Section 61053(d) provides that the board of directors of a community services district and the board of supervisors "shall determine a mutually acceptable date for the withdrawal of the district's money from the county treasury, not to exceed 15 months from the date on which the board of directors adopts its resolution." KPPSD's board of directors adopted the operative resolution on September 14, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

KPPCSD's Board Resolution will not be able to be implemented.

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RESOLUTION NO. 2023-03 (REVISION #3)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT AUTHORIZING APPOINTMENT OF THE GENERAL MANAGER AS TREASURER AND AUTHORIZING TRANSFER OF TREASURER AUTHORITY FROM CONTRA COSTA COUNTY TO THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

WHEREAS, the Kensington Police Protection and Community Services District (KPPCSD) is a community services district organized and operating pursuant to California Government Code section 61000 et seq: and

WHEREAS, Government Code sections 61050 and 61052 provide that the Contra Costa County Treasurer shall be the Kensington Police Protection and Community Services District depository, and maintain custody of all the KPPCSD funds, unless the KPPCSD establishes an alternative depository pursuant to Government Code section 61053; and

WHEREAS, KPPCSD intends to withdraw its money from the County treasury; and

WHEREAS, KPPCSD has a system to record its financial transactions under generally accepted accounting principles that is available upon request to reflect the District's financial position as well provide sufficient records to be audited by an independent auditor; and

WHEREAS, KPPCSD undergoes an annual financial statement audit as engaged by an independent auditor and the audit is conducted under generally accepted auditing standards and *Government Auditing Standards,* issued by the Comptroller General of the United States; and

WHEREAS, KPPCSD has a system of internal controls over its various transaction cycles and business operations, including having developed procedures for drawing and signing checks, and ensuring that bond principal and salaries shall be paid when due; and

WHEREAS, it is the policy of KPPCSD to pay claims and demands before they are approved by the Board of Directors if the District Treasurer determines that the claims and demands conform to the District's approved budget; and

WHEREAS, to establish an alternative depository for KPPCSD funds, Government Code section 61053 requires the KPPCSD's Board of Directors to fix the amount of the bond for the KPPCSD's Treasurer and other KPPCSD employees who will be responsible for handling the KPPCSD's finances;

WHEREAS, the KPPCSD's Board of Directors approved the establishment of a bank account with Five Star Bank as a depository for the KPPCSD's funds; and

WHEREAS, it is the desire of KPPCSD's Board to establish an alternative depository to the County Treasurer, pursuant to Government Code section 61053.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

DocuSign Envelope ID: E76CA886-CAC0-44D0-BA07-9BCB9192B97C

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The KPPCSD's Board of Directors wishes to withdraw its money from the county treasury and The KPPCSD's Board appoints the General Manager as its Treasurer who will serve in the place of the County Treasurer.

Section 3. The KPPCSD's Board hereby states its intention to withdraw its money from the County Treasury and have all revenues collected by the County on behalf of KPPCSD sent to Five Star Bank.

Section 4. The KPPCSD's Board hereby states that KPPCSD will establish its own relationship with LAIF.

Section 5. The KPPCSD's Board and the County Board of Supervisors shall determine a mutually acceptable date for this request to take place but no later than 15 months from the date of this Resolution.

Section 6. The KPPCSD's Board hereby designates Five Star Bank as the depository of the KPPCSD's money.

Section 7. The KPPCSD's Treasurer and all KPPCSD employees responsible for handling the KPPCSD's finances shall be covered in the amount set forth in the KPPCSD's Employee Dishonesty (Crime & Fidelity) Insurance Policy with SDRMA.

Section 8. The KPPCSD's Treasurer shall make quarterly or more frequent written reports to the KPPCSD's Board, as the KPPCSD Board shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the KPPCSD's Treasurer.

Section 9. The KPPCSD's management has developed a system of internal controls, policies, and procedures regarding the KPPCSD's system of accounting, the drawing of checks, the timing of payments such as bond principal, salaries, and other demands and claims.

Section 10. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 14TH day of September 2023, by the following vote:

AYES: Directors Duggan, Gough, Hacaj, Spath and Aquino-Fike.

NOES: None.

ABSENT: None.

ABSTAINED: None.

APPROVED:

DocuSigned by:
Alexandra Aquino-Fike
9B1775A4B032410...

Alexandria Aquino-Fike
President, Board of Directors

DocuSign Envelope ID: E76CA886-CAC0-44D0-BA07-9BCB9192B97C

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 14th day of September, 2023.

ATTEST:

DocuSigned by:
Lynelle M. Lewis
8483B78934AA4FC...

Lynelle M. Lewis
District Clerk of the Board

DocuSigned by:
David Aranda
BF2F2EF878F64E9...

David Aranda
Interim General Manager

DocuSign Envelope ID: E76CA886-CAC0-44D0-BA07-9BCB9192B97C

RESOLUTION NO. 2023-03 (REVISION #3)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT AUTHORIZING APPOINTMENT OF THE GENERAL MANAGER AS TREASURER AND AUTHORIZING TRANSFER OF TREASURER AUTHORITY FROM CONTRA COSTA COUNTY TO THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

WHEREAS, the Kensington Police Protection and Community Services District (KPPCSD) is a community services district organized and operating pursuant to California Government Code section 61000 et seq: and

WHEREAS, Government Code sections 61050 and 61052 provide that the Contra Costa County Treasurer shall be the Kensington Police Protection and Community Services District depository, and maintain custody of all the KPPCSD funds, unless the KPPCSD establishes an alternative depository pursuant to Government Code section 61053; and

WHEREAS, KPPCSD intends to withdraw its money from the County treasury; and

WHEREAS, KPPCSD has a system to record its financial transactions under generally accepted accounting principles that is available upon request to reflect the District's financial position as well provide sufficient records to be audited by an independent auditor; and

WHEREAS, KPPCSD undergoes an annual financial statement audit as engaged by an independent auditor and the audit is conducted under generally accepted auditing standards and *Government Auditing Standards,* issued by the Comptroller General of the United States; and

WHEREAS, KPPCSD has a system of internal controls over its various transaction cycles and business operations, including having developed procedures for drawing and signing checks, and ensuring that bond principal and salaries shall be paid when due; and

WHEREAS, it is the policy of KPPCSD to pay claims and demands before they are approved by the Board of Directors if the District Treasurer determines that the claims and demands conform to the District's approved budget; and

WHEREAS, to establish an alternative depository for KPPCSD funds, Government Code section 61053 requires the KPPCSD's Board of Directors to fix the amount of the bond for the KPPCSD's Treasurer and other KPPCSD employees who will be responsible for handling the KPPCSD's finances;

WHEREAS, the KPPCSD's Board of Directors approved the establishment of a bank account with Five Star Bank as a depository for the KPPCSD's funds; and

WHEREAS, it is the desire of KPPCSD's Board to establish an alternative depository to the County Treasurer, pursuant to Government Code section 61053.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

DocuSign Envelope ID: E76CA886-CAC0-44D0-BA07-9BCB9192B97C

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The KPPCSD's Board of Directors wishes to withdraw its money from the county treasury and The KPPCSD's Board appoints the General Manager as its Treasurer who will serve in the place of the County Treasurer.

Section 3. The KPPCSD's Board hereby states its intention to withdraw its money from the County Treasury and have all revenues collected by the County on behalf of KPPCSD sent to Five Star Bank.

Section 4. The KPPCSD's Board hereby states that KPPCSD will establish its own relationship with LAIF.

Section 5. The KPPCSD's Board and the County Board of Supervisors shall determine a mutually acceptable date for this request to take place but no later than 15 months from the date of this Resolution.

Section 6. The KPPCSD's Board hereby designates Five Star Bank as the depository of the KPPCSD's money.

Section 7. The KPPCSD's Treasurer and all KPPCSD employees responsible for handling the KPPCSD's finances shall be covered in the amount set forth in the KPPCSD's Employee Dishonesty (Crime & Fidelity) Insurance Policy with SDRMA.

Section 8. The KPPCSD's Treasurer shall make quarterly or more frequent written reports to the KPPCSD's Board, as the KPPCSD Board shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the KPPCSD's Treasurer.

Section 9. The KPPCSD's management has developed a system of internal controls, policies, and procedures regarding the KPPCSD's system of accounting, the drawing of checks, the timing of payments such as bond principal, salaries, and other demands and claims.

Section 10. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 14TH day of September 2023, by the following vote:

AYES: Directors Duggan, Gough, Hacaj, Spath and Aquino-Fike.

NOES: None.

ABSENT: None.

ABSTAINED: None.

APPROVED:

DocuSigned by:
Alexandra Aquino-Fike
9B1775A4B032410...

Alexandria Aquino-Fike
President, Board of Directors

DocuSign Envelope ID: E76CA886-CAC0-44D0-BA07-9BCB9192B97C

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 14th day of September, 2023.

ATTEST:

DocuSigned by:
Lynelle M. Lewis
8483B78934AA4FC...

Lynelle M. Lewis
District Clerk of the Board

DocuSigned by:
David Aranda
BF2F2EF878F64E9...

David Aranda
Interim General Manager

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

Contra Costa County
Standard Form L-9
Revised 2014

CONTRACT AMENDMENT/EXTENSION AGREEMENT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

1. **Identification of Contract to be Extended.**

   Number:

   Effective Date: May 1, 2022

   Department: Contra Costa County Public Works - Airports

   Subject: PFAS Investigations at Buchanan Field Airport

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

   Contractor: Mead & Hunt

   Capacity: Corporation

   Address: 1360 19th Hold Drive, Ste. 200. Windsor, CA 95492

3. **Amendment Date**. The effective date of this Amendment/Extension Agreement is September 30, 2023 .

4. **Amendment Specifications.** The Contract identified above is hereby amended as set forth in the "Amendment Specifications" attached hereto which are incorporated herein by reference.

5. **Extension of Term.** The termination date of the above described contract is hereby extended from October 1, 2023 to a new termination date of September 30, 2024 , unless sooner terminated as provided in said contract.

6. **Payment Limit Increase.** The payment limit of the above described Contract is hereby increased by $ N/A , from $ N/A to a new total Contract Payment Limit of $ N/A .

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CONTRACT AMENDMENT/EXTENSION AGREEMENT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

7. **Signatures**. These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By: _____ Chair/Designee	By: _____ Deputy

CONTRACTOR

Signature A	Signature B
Name of business entity:	Name of business entity:
By: DocuSigned by: [signature] 54366B115FE848C... (Signature of individual or officer)	By: DocuSigned by: [signature] BB649AF18871441... (Signature of individual or officer)
MARANDA THOMPSON (Print name and title A, if applicable)	Jeff Leonard (Print name and title B, if applicable.)

Note to Contractor: For corporations (profit or nonprofit) and limited liability companies, the contract must be signed by two officers. Signature A must be that of the chairman of the board, president, or vice-president; and Signature B must be that of the secretary, any assistant secretary, chief financial officer or any assistant treasurer (Civil Code Section 1190 and Corporations Code Section 313). All signatures must be acknowledged as set forth on Form L-2.

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AMENDMENT SPECIFICATIONS

Amendment No. 1

Mead & Hunt
May 1, 2022 – September 30, 2024

The Contract is amended as follows:

1. The termination date is changed from October 1, 2023, to September 30, 2024.
2. A billing rate sheet for Earth & Water Law, a subcontractor to the Contractor, is added to the Contract as Exhibit A.

Initials: _____ _____
Contractor County Dept.

DocuSign Envelope ID: 3029A486-A536-4C1A-B060-A12C5556C9EA

Earth & Water Law
1455 Pennsylvania Avenue NW, Suite 400,
Washington, DC 20004

Labor Billing Rates

Effective January 1, 2023

Classification	Rate $/hr
Partner	$650/hr