



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Diane Burgis, Chair

Supervisor Candace Andersen, Vice Chair

<https://cccounty-us.zoom.us/j/85280600959>

Call In: 888-278-0254 Conference code: 845965

Monday, December 9, 2024

11:00 AM

**309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccounty-us.zoom.us/j/85280600959>**

59

Call In: 888-278-0254

Conference code: 845965

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

1. Call to Order
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
3. RECEIVE and APPROVE the Record of Action for the November 14, 2024 [24-4200](#)
Special Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action 11-14-24](#)

4. CONSIDER recommending to the Board of Supervisors the appointment of Steven Piser to the Member of the Bar seat on the Public Law Library Board of Trustees for the one-year term of January 1 through December 31, 2025. (Julie Enea, County Administrator's Office) [24-4201](#)

Attachments: [Public Law Library Board of Trustees News Release 10-28-24](#)
[Steven Piser_LL_11-20-24_Redacted](#)
[Steven Piser Biography](#)

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5. CONSIDER recommending the reappointment of Chris Cowen to the At Large 2 seat and Darryl Young to the At Large 3 seat on the Mosquito & Vector Control District Board of Trustees to new four-year terms ending on January 1, 2029. (Julie Enea, County Administrator's Office) [24-4202](#)
- Attachments:** [MOSQUITO VECTOR PRESS PUBLICATION 2024 CORRECTED](#)
[Cowen, Chris \(MVCD\) 11-22-24_Redacted](#)
[Young, Darryl \(MVCD\) 11-20-24](#)
6. INTERVIEW applicants for the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for the two-year term of January 1, 2025 through December 31, 2026 and DETERMINE recommendation to the Board of Supervisors for appointment. (Julie Enea, County Administrator's Office) [24-4203](#)
- Attachments:** [PRESS PUBLICATION EAST BAY REGIONAL PARKS DISTRICT PARK ADV CTE 2024](#)
[Detjens, Paul \(EBRPD\) 11-21-24](#)
[DiPrisco, Mario \(EBRPD\) 10-28-24](#)
[Dunivan, Earl \(EBRPD\) 09-18-24](#)
[Fernandez, Roland \(EBRPD\) 01-25-24](#)
[Henry, John \(EBRPD\) 10-28-24](#)
[Iyall, Dakota \(EBRPD\) 11-01-24](#)
[Lehn, Angela \(EBRPD\) 11-05-24](#)
[Meza, Monica \(EBRPD\) 10-29-24](#)
[Reisman, Shane \(EBRPD\) 11-22-24](#)
7. RECEIVE presentation on policy revisions to Administrative Bulletin 400 Position Management and Adjustments, formerly entitled Position Adjustments and CONSIDER providing direction to staff on any changes. (Enid Mendoza, County Administrator's Office) [24-4204](#)
- Attachments:** [Attachment A - Current Admin Bulletin 400](#)
[Attachment B - DRAFT AB 400 Revised Dec 2024 IOC](#)
[Attachment C - Summary of ALL Department Comment Submission Forms - Admin Bulletin 400](#)
[Attachment D - AB 400 CAO presentation to IOC rev2](#)
8. REVIEW the Committee's work for 2024 and identify issues to be referred to the 2025 Internal Operations Committee. (Julie Enea, County Administrator's Office) [24-4205](#)
- Attachments:** [DRAFT 2024 Year End IOC Report](#)
[2024 Year End IOC Report Out Listings](#)

No additional meetings are scheduled for the 2024 Internal Operations Committee.

Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4200

Agenda Date: 12/9/2024

Agenda #: 3.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: RECORD OF ACTION FOR THE NOVEMBER 14, 2024 MEETING

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the November 14, 2024 Special Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the November 14, 2024 Special Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

<https://cccouny-us.zoom.us/j/85280600959>
Call In: 888-278-0254 Conference code: 845965

Thursday, November 14, 2024

2:30 PM

1516 Kamole Street. Honolulu, HI
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/85280600959> |
Call In: 888-278-0254
Conference code: 845965

SPECIAL MEETING

1. Call to Order

Chair Burgis called the meeting to order at 2:32 p.m. In attendance were Mark, Ashley, Emlyn Struthers, the District 3 Supervisor's Office, Adam Springer, Dan Pellegrini, Nicole Balbas, Phil Cardenas, Jeffry Tibbetts, Jenny Balisle, Courtney Coon, Martin O'Connor, Olivia, Marivel Mendoza, Maureen Parkes, Lara DeLaney, Vilma Olivares, Mario DiPrisco, Jill Ray, Esther Rojas Soto, Gabriela Yoque, Alaina Villeda, Dorina Moraida, Emma Larrabee, Abigail Fateman, Marisol Valles, Robert Kearsley, Tom Morehouse, Alicia Nuchols, and Julie DiMaggio Enea.

Present: Diane Burgis and Candace Andersen

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

Marivel Mendoza spoke on behalf of Hijas del Campo (HdC) requesting reinstatement of the Agricultural (Ag) Task Force. HdC would like to be part of the discussion to reinstate the Ag Task Force and rework and reformat the bylaws that define the its focus. HdC wants to ensure that the Ag Task Force supports the workforce that ensures that the agricultural community is strong and vibrant.

Dorina Moraida endorsed Ms. Mendoza's comments and asked further that the farm workers be represented as a member(s) on the reinstated Ag Task Force.

3. RECEIVE and APPROVE the Record of Action for the October 14, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action 10-14-24](#)

Approved as presented.

4. CONSIDER recommending to the Board of Supervisors the appointment of Jamin Pursell to the Environmental Organization #1 seat, Louis Flores to the Environmental Organization

#1 Alternate seat, Andrew Graham to the Business #3 seat, and Frank Qin to the Business #3 Alternate seat on the Hazardous Materials Commission, all to terms beginning January 1, 2025 and ending December 31, 2028, as recommended by the Commission. (Adam Springer, Health Services Department)

Attachments: [Hazardous Materials Commission Roster 11.04.24](#)
[Environmental Organization Seat Flyer 2024](#)
[Pursell, Jamin \(HMC\)](#)
[Nomination - Environmental Organization Pursell](#)
[Nomination - Environmental Organization Pursell 2](#)
[Flores, Louis \(HMC\)](#)
[Nomination Letter Flores](#)
[Graham, Drew \(HMC\)](#)
[Nomination - Business Seat 3 Graham](#)
[Qin, Frank \(HMC\)](#)
[Nomination - Business Seat 3 - Qin](#)

Adam Springer presented the staff report and recommendations. He was pleased with the balance of geographic representation on the Commission. Chair Burgis appreciated the Commission's commitment to providing advice and information to the Board of Supervisors. The IOC unanimously approved the recommendations for appointment and directed staff to forward the recommendations to the Board on December 3.

. The motion failed

5. CONSIDER recommending to the Board of Supervisors the appointment of Mario DiPrisco to the At Large Alternate #2 seat on the Contra Costa County Fire Protection District Advisory Fire Commission to complete the current term that will expire on June 30, 2028. (Julie Enea, County Administrator's Office)

Attachments: [DiPrisco, Mario \(CCCFPD\) 10-28-24](#)
[CCCFPD Advisory Fire Commission Roster 11.04.24](#)
[PRESS PUBLICATION Advisory Fire Commission Recruitment 9-23-24](#)

Julie Enea presented the staff report and recommendation, noting that the At Large Alternate #3 seat is being held vacant pending the outcome of a proposed annexation. Vice Chair Andersen expressed support for Mr. DiPrisco's appointment and invited him to comment. Mr. DiPrisco said while he served as a city council member about 24 years ago in Albany, he was the liaison to the fire department and went through a delicate contract negotiation, which gave him some insight to fire district issues. He ran for City Council in Lafayette, and one of the campaign issues was around vegetation and wildfire risk, an important issue for our whole county.

The IOC unanimously supported Mr. DiPrisco's appointment as an At Large Alternate to the Advisory Fire Commission and directed staff to forward the recommendation to the Board on December 3.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

6. INTERVIEW applicants for the At-large #3, At-large #4 and At-large Alternate seats on the

Fish and Wildlife Committee and DETERMINE recommendations for consideration by the Board of Supervisors, for terms of office beginning January 1, 2025 and ending December 31, 2028. (Maureen Parkes, Conservation and Development Department)

Attachments: [Fish & Wildlife Committee Roster 11.04.24](#)
[FWC Applications Only_Redacted](#)

Maureen Parkes presented the staff report and identified the nine applicants, noting that one applicants withdrew his application the previous evening. The IOC interviewed the applicants in two groups: (1) Nicole Balbas, Robert Kearsley, Martin O'Connor, and Tom Morehouse, and (2) Philip Cardenas, Courtney Coon, Olivia Ortega, and Jeffry Tibbetts.

At the conclusion of the interviews, the IOC decided to recommend the reappointment of Nicole Balbas to the At Large #3 seat, and the appointment Olivia Ortega to the At Large #4 seat and Courtney Coon to the At Large Alternate seat. The IOC directed staff to forward these recommendations to the Board on December 3.

Dan Pellegrini commented that the IOC made a good choice and looked forward to having new voices on the Fish and Wildlife Committee.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

7. CONSIDER recommendations of the Fish and Wildlife Committee to allocate Fish and Wildlife Propagation funds totaling \$80,911 to 13 eligible projects that protect, conserve, propagate, and/or preserve fish and wildlife. (Dan Pellegrini, Committee Chair; Maureen Parkes, Conservation and Development Department)

Attachments: [FWC Allocation Chart and Grant Application Packet](#)

Maureen Parkes presented that staff report and recommendations. Julie Enea clarified a typographical error in the agenda language that there were 12, not 13, eligible projects. Vice Chair Andersen commented that the funding makes a difference to those who are receiving those grants, and she appreciated the time and effort that went into evaluating them and making those recommendations. She enjoyed reading the projects and what they're working on and was supportive of moving the recommendations forward to the Board. Chair Burgis agreed. There was no public comment on the item.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

8. RECEIVE presentation by ARTSCCC on the status of its implementation of the arts council contract to promote, countywide, compassion, respect, and resiliency through the arts. (Jenny Balisle, ARTSCCC Executive Director)

Attachments: [Presentation ARTSCCC IOC November 14, 2024](#)

Lara DeLaney provided the context for the report and introduced Jenny Balisle. Lara reviewed that the Board approved a contract in December of 2023 with Independent Arts and Media, which is the fiscal sponsor for ArtsCCC, to act as

our Local Arts Council for Contra Costa County, and as the State local partner with the California Arts Commission Council. The 5-year contract went into effect on January 1, 2024. She said that ArtsCCC has been doing a terrific job to implement the contract to this point, and they wanted an opportunity to provide the IOC a status update.

Jenny Balisle introduced Esther Rojas Soto and presented the status update, which is in the Committee packet. She concluded by announcing that they are starting a district arts Partner Grant, where they are recognizing art organizations from each district that provide vital services.

The Committee accepted the status report. There were no public comments on the item.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

9. The next meeting is currently scheduled for December 9, 2024.

The Committee confirmed the next meeting date as listed.

This was approved.

Adjourn

Chair Burgis adjourned the meeting at 3:44 p.m.

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For Additional Information Contact: Julie Enea, Sr. Deputy County Administrator,
julie.enea@cao.cccounty.us

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4201

Agenda Date: 12/9/2024

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: RECOMMENDATION FOR APPOINTMENT TO THE PUBLIC LAW LIBRARY BOARD OF TRUSTEES

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 24/4

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea, Senior Deputy CAO

Contact: julie.enea@cao.cccounty.us

Referral History:

Board Resolution No. 2020/1 stipulates that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolution further permits a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC decided that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

Referral Update:

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, for which the term expires each December 31.

Staff opened a recruitment for the Member of the Bar seat (see attached media release) and received one application from Steven Piser. While Mr. Piser is not a Contra Costa County resident, he has indicated that he practices law in Contra Costa County as well as several other California counties. Mr. Piser also volunteers for Contra Costa's Lawyer in the Library program, offered through the Public Law Library, in which licensed lawyers volunteer for in-person pro bono consultations.

Mr. Piser has been invited to interview with the Committee today. His application and biography are attached for the Committee's information.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Steven Piser to the Member of the Bar seat on the Public Law Library Board of Trustees for the one-year term of January 1 through December 31, 2025.

Fiscal Impact (if any):

None. The office of trustee is honorary, without salary or other compensation.



Contra Costa County

County Administrator's Office • 1025 Escobar Street • Martinez, CA 94553 • www.contracosta.ca.gov

NEWS RELEASE

Monday, Oct. 28, 2024

Contact: Julie DiMaggio Enea, Sr. Deputy
County Administrator's Office
(925) 655-2056
Julie.Enea@cao.cccounty.us

Would you like to serve on the Contra Costa County Public Law Library Board of Trustees?

(Martinez, CA) – The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond.

The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term beginning Jan. 1, 2025 and ending on Dec. 31, 2025. The Board of Trustees normally meets monthly in Martinez.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or the application can be completed online by visiting the County website at <https://www.contracosta.ca.gov/3418>.

Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than by 5 p.m. on Friday, Nov. 22, 2024.

Applicants should plan to be available for public interviews to be conducted virtually via Zoom on Monday, December 9, 2024.

More information about the Contra Costa Public Law Library can be obtained by calling Carey Rowan at (925) 655-4627 or Carey.Rowan@LL.cccounty.us, or visiting the Law Library website at <http://www.cccplib.org>.

###

Application Form**Profile**

Steven

First Name

Piser

Last Name

Middle
Initial

Home Address

Berkeley

City

Suite or Apt

CA

State

94707

Postal Code

Business: (510) 835-5582

Primary Phone

wiglaf@stevenpiser.com

Email Address

District Locator Tool**Resident of Supervisorial District:**

None Selected

Steven B. Piser, A PC

Employer

Owner

Job Title

Length of Employment

44 years as a PC, 50 as a lawyer

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?**

Public Law Library Board of Trustees (BOS appointee): Not Submitted

Seat Name

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

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Sociology

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

USF School of Law

Degree Type / Course of Study / Major

JD

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

MCLE as a lawyer

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B**Certificate Awarded for Training?**

☐ Yes ☒ No

Occupational Licenses Completed:

Attorney

Qualifications and Volunteer Experience

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

I have done lawyer in the library for several years. I love it and think the law library is a very important to the public and would hope to be able to a) make it more known in the community, including the services it offers, and; b) try to come up with ways to increase its funding.

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

If I did it right, it should be 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:

May be out of the country in July

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.

Lawyer in the library

Conflict of Interest and Certification

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

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:


Please Agree with the Following Statement

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

☒ I Agree

Important Information

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



My training to become a lawyer started in 1959, at the age of ten. I got a job delivering newspapers on my bicycle. After five years, I moved on to working in a hamburger stand. This was short-lived. I got a better job working as a busboy at the International House of Pancakes. After a year working weekends (starting at seven in the morning), I got a job in a tobacco shop, specializing in pipes and cigars. I worked in this field from high school until I graduated from law school in 1974. While an undergraduate, I worked in the pool hall at the Cal student union and for two years (1969-1971) as a “student trainee” for the former Human Resources Development Department (now Employment Development Department), at what was then called a Youth Opportunity Center, in downtown Oakland and West Oakland.

My non-legal work experience was very important. It exposed me to a very diverse group of people from all economic, racial and educational backgrounds. It helped develop my communication skills and gave me an understanding of all types of people.

After passing the bar in 1974, I was lucky to get a job paying \$5.00 an hour summarizing depositions for an outstanding trial lawyer, Patrick M. Hyde, in Walnut Creek. The case was challenging: *Synanon v. Hearst*, a defamation action brought by the Oakland drug treatment facility against the *San Francisco Examiner* arising out of an expose that allegedly defamed the organization.

After six weeks on an hourly basis, I was hired as a full-time associate. Over the next five years, I was fortunate enough to have prepared, tried and participated in a variety of complex civil cases. I was taught by a man who had the highest ethical standards, work habits and attention to detail. Much of my experience was in this county, when the law library was on the fourth floor of the courthouse. I love this county.

In 1980, I became a sole practitioner in Oakland. My practice has focused on legal malpractice and complex business litigation. I practice primarily in San Francisco, San Mateo, Alameda and Contra Costa counties, but have had cases in all nine bay area counties as well as Sacramento, Kern, Merced, Ventura, Fresno, Placer, El Dorado, Alpine, Los Angeles, Orange, Santa Barbara, Riverside and Monterey and federal court in the Central, Northern and Eastern Districts of California and Arizona state court. I have tried in excess of 100 cases, jury and non-jury, in state and federal courts as well as arbitrations. I am a certified specialist in legal malpractice.

I have given presentations for CEB, the Alameda County Bar Association (trusts and estates), U.C. Berkeley. I regularly attend the ABA legal malpractice programs and have attended the COPRAC ethics seminars and am a Special Deputy Trial Counsel for the State Bar of California.

I have achieved a reasonable degree of professional success. I am at a point in my career where I have the time and desire to serve on this board. My lawyer in the library experience has been most rewarding. I want to do what I am able to expand the program and make the library more available to the community and better able to serve those lawyers who don’t have the resources to have the benefit of the library’s services in their office.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4202

Agenda Date: 12/9/2024

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: INTERVIEW APPLICANTS FOR THE MOSQUITO & VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 24/4

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

The Contra Costa Mosquito & Vector Control District was established in 1926. The boundaries of the current District are all of Contra Costa County. The District provides Countywide public health services through the control of mosquitoes, rats, skunks, yellowjackets and other vectors. This is important to prevent the transmission of disease and to minimize vector population outbreaks, which would interfere with recreational, residential, agricultural, and industrial activities. The District Board of Trustees meets on the second Monday of every other month at 7 p.m. in Concord.

Of the 22 members of the District Board of Trustees, the Board of Supervisors appoints three to represent the unincorporated area. The Internal Operations Committee (IOC) screens the nominations for the three County seats.

Applicants must be resident electors of the District to be eligible.

Referral Update:

County recruited to fill two vacancies that will occur on January 6, 2025 (see attached media release).

Depending on the appointee, terms of office may be either two years for an initial appointment or four years for a reappointment. The current roster of County appointees is shown below.

Mosquito & Vector Control District Board of Trustees

Position	Name	Start Date	End Date	City
Appointee 1	At-James Pinckney	3-Jan-23	2-Jan-27	Alamo
Appointee 2	At-Chris Cowen	3-Jan-21	2-Jan-25	San Pablo
Appointee 3	At-Darryl Young	3-Jan-21	2-Jan-25	San Ramon

Recommendation(s)/Next Step(s):

RECOMMEND the reappointment of Chris Cowen to the At Large 2 seat and Darryl Young to the At Large 3 seat on the Mosquito & Vector Control District Board of Trustees to new four-year terms ending on January 1,

2029.

Fiscal Impact (if any):

None to the County. The District provides an expense stipend of \$100 per month conditioned upon meeting attendance.



Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.contracosta.ca.gov

Media Release

FOR IMMEDIATE RELEASE

Monday, October 28, 2024

Contact: Julie DiMaggio Enea
Phone: (925) 655-2056
Email: julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT BOARD OF TRUSTEES ?

The Contra Costa Mosquito & Vector Control District was established in 1926. The boundaries of the current District are all of Contra Costa County. The District provides Countywide public health services through the control of mosquitoes, rats, skunks, yellowjackets and other vectors. This is important to prevent the transmission of disease and to minimize vector population outbreaks, which would interfere with recreational, residential, agricultural, and industrial activities. The District Board of Trustees meets on the second Monday of every other month at 7 p.m. in Concord.

The County is recruiting volunteers to fill two vacancies. The initial term of office is two years, beginning on January 6, 2025 and ending on January 1, 2027, while subsequent terms can be approved for four years. The County Board of Supervisors will make the appointment. Contra Costa residents 18 or older are encouraged to apply. The District provides an expense stipend of \$100 per month conditioned upon meeting attendance.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at <https://www.contracosta.ca.gov/3418>. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, November 22, 2024.

Applicants should plan to be available for public interviews to be held virtually via Zoom on Monday, December 9, 2024. More information about the Contra Costa Mosquito & Vector Control District can be obtained by visiting the District's website at <http://www.contracostamosquito.com/>.

###

Application Form

Profile

Chris

First Name

Middle Initial

Cowen

Last Name

Home Address

San Pablo

City

Suite or Apt

CA

State

94806

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

North Point Pest Solutions

Employer

Manager

Job Title

Length of Employment

6 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?

64 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Mosquito & Vector Control District Board of Trustees (BoS Appointees Only): Submitted

Seat Name

County seat on Board of Director'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?

90 or more

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Armstrong university

Degree Type / Course of Study / Major

A.A

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Pest Control license for Termites and Pest Control for 26 years

Qualifications and Volunteer Experience

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

Been on board for 15 years. Reappointment

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

Been in Pest Control for 25 years. Been on board for 15 years. Looking for reappointment.

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:

Mosquito contra costa board

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

Important Information

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

Application Form

Profile

Darryl

First Name

Young

Last Name

Middle Initial

Home Address

San Ramon

City

Suite or Apt

CA

State

94583

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

Atlassian

Employer

Software Engineer

Job Title

Length of Employment

1

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?

Mosquito & Vector Control District Board of Trustees (BoS Appointees Only): Submitted

Seat Name

Board of Trustee

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?

30+

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

UC San Diego

Degree Type / Course of Study / Major

Bioengineering

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I am passionate about science and community service, and this committee uniquely combines both by integrating biological sciences with public governance and managing a multi-million dollar public health agency. Serving on this committee would allow me to pursue my passions while making a meaningful impact on my community.

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

With more than a decade of experience on the Mosquito and Vector Control District, where I served as President of the board and Chair of the finance committee, I bring extensive leadership and governance expertise. I am well-versed in the board's operations and have effectively managed the district for over ten years. My broad experience on other district boards, along with my academic background in biological sciences and accounting, positions me to make meaningful contributions to this board.

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:

Contra Costa Mosquito and Vector Control

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

Contra Costa Mosquito and Vector Control, Contra Costa Solid Waste Local Enforcement Agency, Contra Costa Transportation Authority

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

City of San Ramon | Library 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

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



Passionate community service member dedicated to serving in local and regional government. I take pride in contributing to policy development and implementation, advocating for community needs, and collaborating with stakeholders to improve public services and infrastructure. My commitment to fostering positive change fuels my dedication to public service and the continual improvement of local and regional governance.

Contra Costa Mosquito and Vector Control | Board of Trustees

2013 – Current

As President of the Board of Trustees for a district with over 50 employees and an operating budget exceeding \$6 million, I oversee the General Manager, establish the district's policies and vision, approve budgets and invoices, ensure compliance with federal regulations, and maintain a high standard of service for the county.

- Provide management direction on issues related to HR and labor union negotiations, long term planning, budgeting and annual fiscal audit.
- Review and approve an annual operating and capital budget of over \$6 Million.
- Facilitated a change in executive leadership by hiring a new General Manager for the District.
- Collaborated with board members to formulate and implement long term strategic plans
- Developed district policies and ensured compliance with local and federal regulations

Contra Costa Solid Waste Local Enforcement Agency | Independent Hearing Panel

2014 – 2022

President of the Independent Hearing Panel within Contra Costa Environmental Health, where I led a panel responsible for adjudicating disputes between solid waste facilities and the local enforcement agency. I handled cases involving the issuance, denial, revision, modification, suspension, or revocation of solid waste facility permits in Contra Costa County as well as fines from violations to state and local minimum standards.

- Adjudicated disputes between solid waste facilities and the local enforcement agency regarding permits and fines.
- Enforced compliance with state and local minimum standards for solid waste facilities.

Contra Costa Transportation Authority | Citizens Advisory Committee

2013 – 2017

As a member of the advisory committee, I provided my perspective on the Transportation Authority's policy development and implementation. I provided input on various projects, including transportation services (e.g. bus services), city transportation planning, transportation safety initiatives, and highway construction.

- Contributed to the Expenditure Plan, Growth Management Plan, and Congestion Management Programs to allocate local transportation sales tax revenue effectively.
- Provided input on the county's Congestion Management Plan and Countywide Transportation Plan.
- Evaluated the effectiveness of current Transportation Management Programs and provided input into the authority's future vision and goals.
- Ensured adherence to the Measure J Growth Management Program.

City of San Ramon | Library Advisory Committee

2013 – 2015

As President of the Library Advisory Committee, I provided community input on services at the San Ramon Library, collaborated with staff to evaluate service plans, and championed the library's needs to the City Council. I provided recommendations to various stakeholders on library programs, facilities, and policies, contributed to a \$1.5 million renovation and expansion plan, and assessed community feedback on service-related issues.

- Recommended strategies to staff, Parks Commission, Library officials, and City Council for the improvement of library programs, facilities, activities, services, and policies.
- Contributed to the planning of a \$1.5 million renovation and expansion project for the San Ramon Library.
- Advised the City Council on both current and future library program and facility needs.
- Collected and assessed community feedback on the library's service plans.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4203

Agenda Date: 12/9/2024

Agenda #: 6.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: INTERVIEW APPLICANTS FOR THE EAST BAY REGIONAL PARK DISTRICT PARK
ADVISORY COMMITTEE

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 24/4

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the East Bay Regional Parks District (EBRPD) Park Advisory Committee (PAC).

Referral Update:

The Park Advisory Committee (PAC) is a 21-member citizens' advisory group appointed by the East Bay Regional Park District Board of Directors. Candidates are nominated by individual Park District Board members and a variety of other public entities, such as the Mayors' Conference, Board of Supervisors, and Special District Chapters of Alameda and Contra Costa Counties. The Contra Costa County Board of Supervisors nominates one representative.

The PAC studies issues and makes recommendations and comments on a spectrum of policy issues, such as grazing, dogs, horses and bikes in parks, the Park District budget, naming park facilities, park land use plans, new concessions, and more. Members are appointed for two-year terms and may serve a total of four consecutive terms, or eight years. Meetings are held monthly in Oakland.

In May 2017, Neil Tsutsui (El Cerrito) was appointed to the Board of Supervisors Appointee seat to complete the unexpired term of the seat vacated by Colin Coffey, when Mr. Coffey was appointed to the EBRPD Board of Directors. Mr. Tsutsui was reappointed to a second term on January 1, 2019, a third term on January 1, 2021, and a fourth term on January 1, 2023, which is due to expire on December 31, 2024.

Staff initiated a four-week recruitment with the attached press release on October 28, 2024. Nine qualifying applications, attached, were received:

Paul Detjens (Martinez)

Mario DiPrisco (Lafayette)
Earl Dunivan (Walnut Creek)
Roland Fernandez (Pittsburg)
John Henry (Danville)
Dakota Iyall (Walnut Creek)
Angela Lehn (Pittsburg)
Monica Meza (Concord)
Shane Reisman (Lafayette)

All applicants were invited to interview with the IOC today.

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for the two-year term of January 1, 2025 through December 31, 2026 and DETERMINE recommendation to the Board of Supervisors for appointment.

Fiscal Impact (if any):

None. EBRPD Park Advisory Committee members are not compensated.



Contra Costa County

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Media Release

FOR IMMEDIATE RELEASE

Monday, October 28, 2024

Contact: Julie DiMaggio Enea

Phone: (925) 655-2056

Email: julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE

EAST BAY REGIONAL PARKS DISTRICT PARK ADVISORY COMMITTEE?

The Contra Costa County Board of Supervisors is seeking an individual who is interested in park land use to represent the County on the East Bay Regional Parks District Park Advisory Committee (PAC). The PAC is a 21-member citizens' advisory group that studies issues and makes recommendations and comments on myriad policy issues, such as grazing, dogs, horses and bikes in parks, the Park District budget, naming of park facilities, park land use plans, new concessions, and more.

Members are appointed for two-year terms and may serve a total of four consecutive terms, or eight years. The term of office for this appointment will be January 1, 2025-December 31, 2026. Service is voluntary and members receive no compensation. Meetings are held virtually from 4 PM to 6 PM on the fourth Monday of each month via Zoom.

Application forms for the Contra Costa County seat can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000, or the application can be completed online by visiting the County website at <https://www.contracosta.ca.gov/3418>. Applications should be submitted to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553, **no later than 5:00 p.m. on Friday, November 22, 2024.**

Applicants should plan to be available for public interviews to be held virtually via Zoom on Monday, December 9, 2024.

More information about the Park Advisory Committee can be obtained by calling Elsa Grandvoinet at the East Bay Regional Parks District at 510-544-2024.

###

Application Form

Profile

Paul R Detjens
First Name Middle Initial Last Name

Home Address Suite or Apt
Martinez CA 94553
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5
Contra Costa County Public Works / Flood Control (now retired) Senior Civil Engineer (until April 2023 retirement)
Employer Job Title

Length of Employment

32 years

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?

33 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

EBRPD Park Advisory Committee - BOS Appointee

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 *

☒ High School Diploma

College/ University A

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

BS Civil Engineering

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Registered Professional Engineer (California, Civil)

Qualifications and Volunteer Experience

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

I have recently retired after 32 years of service to Contra Costa County, and I wish to continue my public service and give back to my community. I believe in good functioning government and robust public participation, and serving on advisory panels is a way to help that effort. The EBRPD Park Advisory Committee has been on my radar for a number of years. I personally know a number of current and former Park Advisory Committee members and have heard many details from them about the committee's functions and activities. They noted that my skills would be a good fit for the important work that the committee does. I could not reasonably participate in the Park Advisory Committee while I was employed by Contra Costa County, but now that I'm retired, and especially now that the current appointee is terming out, I feel I have much to offer, and this is my time to apply. If appointed, I would bring strong, diverse qualifications to the position, as described in detail in the next question.

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

I am extremely well qualified for this appointment for a number of diverse reasons: 1. I am very familiar with EBRPD facilities. I am a long time (30+ years) park user, primarily those in Contra Costa County. I hike 250+ miles / year in EBRPD parks. 2. I am very familiar with EBRPD staff and Board members. In fact, I heard about this upcoming vacancy from two EBRPD board members, Colin Coffey and John Mercurio. Through my decades of work with the Contra Costa County Public Works Department / Flood Control District, I have worked closely with EBRPD real estate, planning and park maintenance staff on a number of existing, new and planned EBRPD facilities, including the northern extension of the Iron Horse Trail along Lower Walnut Creek, trails along Wildcat, San Pablo, Pinole and Marsh Creeks, the Dotson Family Marsh Restoration (including the potential future rerouting of Rheem Creek to augment the restoration site), and future EBRPD regional trails connecting Marsh Creek to EBRPD's Round Valley Regional Preserve. 3. I have led a similar advisory committee as part of my leadership of the Lower Walnut Creek Restoration project, and I understand the important role of advisory committee members in providing feedback and input to elected officials. I also understand that advisory committees are just that: advisory. The real decision is made by EBRPD, and their elected Board Directors. I also have long term experience in serving on other volunteer advisory bodies, including the Community Advisory Panel of the Marathon Martinez Renewable Fuels Facility and the San Francisco Bay Restoration Authority Advisory Committee. 4. EBRPD manages 55 miles of shoreline across Alameda and Contra Costa Counties and the effects of sea level rise are of great importance to both EBRPD and the County. I have deep experience in this area. Until my retirement in 2023, I served as the County Public Works Department's lead on climate change and sea level rise issues. I worked closely with BCDC's staff on two Adapting to Rising Tides efforts that provided resilience strategies for the entire Contra Costa shoreline; I was a founding member of the SF Bay Coastal Hazards Adaption Resiliency Group (CHARG), which studies sea level rise from a highly technical, regional lens; I served on the technical advisory committee for Resilient by Design / Bay Area Challenge which focused on innovative ways to strengthen the Bay Area's resilience to sea level rise, flooding and severe storms. Finally, through my work leading the Lower Walnut Creek Restoration Project, I am one of the few restoration practitioners in the SF Bay to have successfully implemented a project that provides specific sea level rise resilience and adaption benefits. 5. I am well versed in the typical planning processes, including project scoping, gathering meaningful public input, securing regulatory permits, technical design and of course the CEQA process. These are all issues EBRPD has to deal with in park acquisition, park planning and proposed changes to existing facilities, all of which may come before the EBRPD Park Advisory Committee. When I retired from County service in 2023, I had accumulated 32 years of experience with the Contra Costa County Public Works Department / Flood Control District. Most of that time I was a Senior Civil Engineer and served as the Capital Programs Manager for the Flood Control District. I know how these process work, and also know what EBRPD can and cannot reasonably do when implementing projects. 6. Finally, I am a known entity to the County Board of Supervisors. I have built close relationships with many Board members going back, in some cases, decades, and I haven't changed who I am now that I'm retired. I still strive for consensus. I honor science-based solutions, and always look for ways to move good projects forward. I also look for opportunities to give back to the community that has been so good to me for 30+ years. This includes the EBRPD Park Advisory Committee. Thanks for your consideration for an appointment and I look forward to my interview.

Upload a Resume

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

☐ Yes ☒ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

I currently serve on the Community Advisory Panel for the Marathon Martinez Renewable Fuels facility (2017-present). I currently serve on the San Francisco Bay Restoration Authority Advisory Committee (2023-present).

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:

As a retiree, I do receive a Contra Costa County pension, but that is through CCERA, not CCC, so no conflict exists.

Please Agree with the Following Statement

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

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

Application Form

Profile

Mario C DiPrisco
First Name Middle Initial Last Name

Home Address Suite or Apt
Lafayette CA 94549
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

Dodge & Cox Vice-President
Employer Job Title

Length of Employment

26 years (retiring in December)

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?

2005

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

Mario DiPrisco

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Georgetown University

Degree Type / Course of Study / Major

School of Foreign Service/Latin American Studies

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Chartered Financial Analyst

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

The risk from wildfire means that Contra Costa Fire is one of the most important public service agencies in our area and it is essential that citizen oversight is effective and builds support for the necessary policies and budgetary commitments. I am an avid outdoorsman and love our park system. The natural beauty of California is part of what makes it a special place and I'd love to be a part of building on our inherited legacy. The challenge of homelessness is befuddling and multi-faceted. I am not a domain expert at all on the subject but I'm a quick learner and deeply committed to be helpful as we face this huge challenge.

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

I am retiring from a long and successful career in investment management at the end of the year and want to get more involved in my community. My children are almost all out of the house and they no longer need my help in terms of coaching, volunteering in their classroom or, even, being an on-call chauffeur. I understand budgets and have a long held interest in public policy. I've been City Council member in Albany (CA) before and am currently running for a seat in Lafayette. I understand the private sector well from my career in Finance and am a firm believer that good public policy is essential to sustaining our successes and building a better future for our entire community.

Upload a Resume

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

☒ Yes ☐ No

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

☒ Yes ☐ No

If Yes, please explain:

The only potential conflict would be, if elected to Council, that meeting schedule might conflict with the Fire Advisory Commission meetings.

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

☐ Yes ☒ No

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

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

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

I've been on the Board of Trustees of my high school (University High School in San Francisco). I was a City council member in Albany from 2000-2. I've done a lot of community volunteering in terms of coaching my kids in baseball, basketball, and soccer. I've also volunteered with my kids' swim teams, their theater/music programs and in their classrooms.

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

Important Information

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

Education

(1993-1997) Georgetown University, Bachelor in School of Foreign Service, Regional & Comparative Studies (Latin America)

- GPA: 3.45; Varsity Baseball (1993-95); Studied at PUC Santiago Chile (1996)
- ▶ Passed the State Department's Foreign Service Written & Oral Examinations (1997)
- ▶ Qualified as fluent in Spanish and Proficient in Portuguese (1997)
- ▶ Chartered Financial Analyst since 2002

Professional

(1998-now) Dodge & Cox Investment Managers

Founded in 1930, D&C is one of the largest independently owned investment managers in the United States

Became a shareholder in 2004

1998-2000 Research Assistant in Fixed Income. Advocated purchase of Argentine Brady Bonds and Pemex Finance Bonds.

2000-2015 Industry Analyst covering Banks in Europe, Africa and Latin America. Building Materials Globally.

2003-now Investment Committee Member of International Stock Fund (DODFX)

2019-now Investment Committee Member of Emerging Market Stock Fund (DODEX)

- ▶ Worked from start-up of Dodge & Cox International Stock Fund (DODFX). Morningstar Fund Manager of the Year x2. \$4m AUM to ~\$40bn today.
- ▶ Long track record of successful investing since 2000: ~4% alpha (buy vs sells) with 95% confidence interval.
- ▶ The bulk of my coverage (Banks outside US) underperformed broader index by 200% 2000-2015.
- ▶ Co-led the concept, design and launch of the 7th fund in D&C's history (DODEX).

Community

(1997) City of Albany (CA), Paid Intern City Planning

Successfully revised City By-laws on Animal Control among other responsibilities

(1998) Senate Campaign of Barbara Boxer, communications intern

Wrote talking points for the Senator while she campaigned up through the primary

(2000-2002) City of Albany (CA), City Councilmember

Ran successfully in a special election for a 2 year term created from a retirement

(2000-2004) San Francisco University High School, Board of Trustees

Served on the Alumni Council of my alma mater and eventually became the Chair of the Finance Committee of the Board

Interests

Doing something active in a beautiful place with people I like (e.g. white-water rafting, golf, hiking, etc).

A fan of too many sports and teams (e.g. Warriors, Giants, Arsenal, etc).

Trying to spend as much time with family as they'll tolerate (e.g. travel, skiing, BBQ, etc).



Profile

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?

20+

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

MBA

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

California State University Sonoma

Degree Type / Course of Study / Major

Finance

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Alamo-Lafayette Cemetery District Board of Trustees I am eager to serve on the Alamo-Lafayette Cemetery District Board of Trustees because I am committed to preserving and enhancing the cultural and historical significance of our community's cemeteries. With my background in real property appraisal and extensive experience in stakeholder management, I can contribute effectively to the board's mission of maintaining and improving cemetery services. My ability to analyze complex regulations and policies will help ensure transparency and responsible stewardship of cemetery resources. Additionally, my experience as an adjunct professor equips me with strong communication skills, enabling me to engage with the community on the importance of honoring our heritage.

Assessment Appeals Board I am eager to serve on the Assessment Appeals Board because I am deeply committed to leveraging my expertise in real property appraisal and my passion for public service to benefit our community. With over a decade of experience in valuation analysis and property assessment—most recently with the City & County of San Francisco Assessor's Office—I have developed a nuanced understanding of local, state, and federal regulations governing property valuation. I believe my skills in data analysis, financial modeling, and stakeholder management will be invaluable in addressing the challenges faced by the board. My role as a Valuation Analyst has honed my ability to communicate complex concepts to diverse audiences, ensuring that property owners and the public understand appraisal processes and regulations. I am particularly drawn to promoting transparency and fairness in property assessment, and I look forward to collaborating with fellow members to achieve these goals.

Contra Costa County Employees Retirement Association (CCCERA) I am eager to serve on the Contra Costa County Employees Retirement Association (CCCERA) because I believe in the importance of ensuring secure and equitable retirement benefits for our county employees. My extensive background in financial analysis and appraisal positions me well to contribute to discussions on pension management and investment strategies. I have a strong understanding of regulatory frameworks and financial modeling, which will aid in making informed decisions that align with the interests of both employees and the community. Furthermore, my experience in education has equipped me with the skills to engage with stakeholders and promote transparency about the benefits and challenges of our retirement systems.

East Bay Regional Park District Advisory Committee I am eager to serve on the East Bay Regional Park District Advisory Committee because I am passionate about environmental stewardship and enhancing public access to natural spaces. My experience in real property appraisal has provided me with a solid understanding of land use and valuation issues, which I can apply to support the committee's mission of preserving and enhancing our regional parks. I am particularly interested in initiatives that promote sustainable practices and community engagement. Additionally, my role as an adjunct professor has strengthened my ability to communicate effectively with diverse audiences, ensuring that community members are informed and involved in discussions about park development and management.

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

I am well-qualified for this appointment due to my extensive background in real property appraisal, strong analytical skills, and commitment to public service. Relevant Experience Valuation Analyst/Real Property Appraiser at the City & County of San Francisco Assessor's Office (2017 - Present): I have developed advanced proficiency in financial modeling and data analysis. My ability to analyze and interpret laws and regulations ensures compliance and effective decision-making. I have also prepared and presented detailed appeal packages before the Assessment Appeals Board, demonstrating my capacity to navigate complex discussions and advocate for fair outcomes. Adjunct Professor of Business at Contra Costa Junior College (2022 - Present): In this role, I have designed and implemented a curriculum focused on business law, enhancing my ability to communicate complex concepts effectively. My experience mentoring students and collaborating with faculty has equipped me with strong interpersonal skills, which are essential for engaging with diverse stakeholders. Valuation Analyst/Real Property Appraiser at Sonoma County Assessor's Office (2012 - 2017): My earlier experience involved conducting market value appraisals for various property types, developing a strong foundation in valuation methodologies. I received commendations for my attention to detail and accuracy in property documentation. Educational Background Master of Business Administration (MBA) from California State University, East Bay, with an emphasis in Global Studies and Entrepreneurship. This program has equipped me with a strategic mindset and a broad understanding of business principles. Bachelor of Science in Business Administration & Finance from California State University, Sonoma. My academic background in finance complements my practical experience in real property appraisal. Certifications Advanced Certified Property Tax Appraiser from the State of California, Board of Equalization. Real Estate Salesperson License

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.

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Application Form

Profile

Roland Fernandez
First Name Middle Initial Last Name

Home Address Suite or Apt
Pittsburg CA 94565
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 5

Retired
Employer Job Title

Length of Employment

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

Retired

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?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Phoenix

Degree Type / Course of Study / Major

Business

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

City of Pittsburg Community Advisor Commission Bay Church Family Justice All in One Bay Area Chaplin
Loaves and Fishes St Vincent Depaul

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

I am available, currently a Community Advisory Commissioner

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:

Pittsburg Community Advisory Pittsburg Planning Commission

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, pursuant to California Family Code section 297;
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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 business associate.

Roland Fernandez

An experienced professional looking for a position where I can use my acquired skills and abilities in a progressive and challenging environment

Areas of Expertise

Excellent organizational skills • Time Management • Problem Solving • Microsoft Office (Word, Excel, PowerPoint, Outlook) • Verbal Communication • Written Communication • Excellent customer service skills • Ability to learn new things rapidly and adapt to new environments • First AID/CPR Experience • Enthusiastic • Ability to remain calm in high pressure situations • Travel Consultant • Extensive knowledge of transportation • Navision 6 • AS 400 System/Profit Sense • Warehouse Management System

PROFESSIONAL EXPERIENCE

Fernandez Travel Service

03/2012–Present

Manager/Travel Consultant

- Determining each client's requirements, including destinations, length of stay, and transit time.
- Ensuring that clients pay the deposit before you commence with bookings.
- Informing clients about the cancellation policy, including salient dates and all penalties.
- Ascertaining and adhering to the available budget.
- Selecting the most appropriate transport based on the available finances, requisite departure and arrival times, and preferred duration of transit.

Wine Warehouse Operations Manager

08/2018–10/2022

Operations Manager

- Ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management, gate processes, and shipping
- Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations, while controlling and managing inventory and logistics
- Assist Sales Personal to ensure proper allocated product for customers
- Maintain incoming/outgoing product levels both physical and remote in all Warehouses
- Oversee all Point of Purchase / Point of Sales Promotional Materials

Melissa & Doug

04/2016–08/2018

Operations Manager

- Audit and report inventory while making recommendations on which items to order and restock
- Manage warehouse associates, monitoring work and ensuring the safe use of warehouse equipment
- Establish warehouse practices and protocols to achieve an efficient warehouse
- Set warehouse and team goals in collaboration with executive management and other team leads
- Establish Temporary Employee Workforce (100-500) depending on each assignment
- Manage Inbound/Outbound Freight Couriers (Full Truckload/Intermodal)

United Parcel Service

03/2013–03/2016

Teamster Local #665 Car Washer

- Responsible for retrieving line up schedule for the shift, adjusting vehicles making sure they correspond with the lineup schedule
- Ensure each vehicle is in compliance safety in accordance to DOT
- Responsible for reporting all non-compliance issues to Mechanic Supervisor in order to fix or have repairs completed
- Responsible for fueling and checking water oil for each vehicle along with running each vehicle through Car Wash Tunnel

Maclaren N.A. Inc.

03/2010–07/2013

Warehouse Manager

- Audit and report inventory while making recommendations on which items to order and restock
- Manage warehouse associates, monitoring work and ensuring the safe use of warehouse equipment
- Establish warehouse safety practices and protocols to achieve an efficient warehouse
- Set warehouse and team goals in collaboration with executive management and other team leads
- Route Product & Equipment Inbound/Outbound to various third-party logistics centers
- Periodically set up system Cycle Counting for Corporate Inventory
- Negotiate all freight contract for incoming and outbought freight services

Creative Lithographs Inc.

07/2000–03/2010

Production, Warehouse & Bindery Manager

- Establish and maintain effective business relationships with customers and vendors
- Manage all inbound/outbound domestic/international freight and small package parcels
- Responsible for scheduling and managing outside bindery companies for various projects
- Provide assistance to customers with work orders to ensure proper specified details
- Successfully negotiated rates with key trucking/shipping vendors

Volunteer Assignments

City Of Pittsburg – Community Advisory Commission

Glide Memorial Church, San Francisco, CA – Thanksgiving – Food Preparations / Distribution / Kitchen,
Christmas - Food Preparations / Distribution / Kitchen

The Bay Church, Concord, CA - Clean Start, Foster the Bay, Food Market, Food Bank

Bay Area Chaplin's, Martinez, CA

Family Justice Center, Concord, CA

-

Application Form

Profile

John D Henry
First Name Middle Initial Last Name

Home Address Suite or Apt
Danville CA 94526
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

Self Principal
Employer Job Title

Length of Employment

7 months

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?

60 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

Advisory committee

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Texas at Austin

Degree Type / Course of Study / Major

BA

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

For more than 50 years I have regularly used and enjoyed the Regional Parks, State Parks, and National Parks in the East Bay and beyond (I hike the different park trails more than once per week, and am a long time Golden Poppy State Park Annual Pass holder). As such, I have first-hand experience and perspectives on many of the issues, opportunities, and challenges vis-a-vis grazing, dogs, horses and bikes in parks, the Park District budget, naming of park facilities, park land use plans, new concessions, etc.. Moreover, as a recently retired 25 year Management Consultant at Deloitte, I have extensive experience with facilitating complex groups of diverse stakeholders to drive successful decisions and or outcomes.

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

Please see attached resume, and LinkedIn page: <https://www.linkedin.com/in/johnhenry123/>

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:

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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:

My wife Michelle Henry currently serves as Assemblywoman Rebecca Baur-Kahan's District Director. Prior to this, she has served in senior roles to a number of Bay Area State and Federal elected officials. In these roles, she has known or might know members of the Board of Supervisors.

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

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John Henry

Danville, CA 94526

<https://www.linkedin.com/in/johnhenry123/>

SUMMARY

A proven professional services management and sales leader with more than 35 years of experience consulting with clients in the technology hardware, software, cloud, and services industries. Consistently ranked as “Highest Performer” representing >\$2B in professional services revenue combined with the highest level of client satisfaction scores.

Areas of Expertise

- Using creative solutions to build/expand business
- Identifying and building extensive Board and Senior Executive (Business and Functional) relationship networks relevant to their needs...that lead to projects
- Designing and delivering dozens of strategic conversations vis-à-vis custom strategy and operations workshops both at clients and within Deloitte
- Building and managing multiple cross-functional sales and delivery teams, and market alliances
- Training dozens of senior executive clients (and colleagues) in designing strategic conversations and presentations
- Assisting emerging and established clients in addressing a range of issues including:

Merger integration, splits & divestitures, IPO support, finance transformation, risk mitigation, cyber security & privacy, operations improvement, talent development, organizational strategy, Real Estate, compensation & benefits, corporate strategy, lead-to-cash process improvement, sales effectiveness, and large system implementations (e.g., SAP, Oracle, Workday, and Salesforce.com)

- Deeply experienced at successfully negotiating legal contracts including Master Services Agreements, NDAs, Alliance Agreements, and Statements of Work, Real Estate Leases and Purchase Agreements

Clients

Adobe, Airbnb, Alphabet, Anaplan, Apple, DocuSign, Dolby Laboratories, Google, HP, Hewlett Packard Enterprise, Itochu, Logitech, Pinterest, Salesforce.com, Slack, Symantec, Uber, Visa, VMware, and Workday

Market Brand

In a 2023 survey of 43 past and current clients, the words/phrases John’s clients most used to describe him were: leader, strategic, insightful, high IQ, outcome focused, game changer, rainmaker, positive, team builder, connected, coach, mentor, reliable, and trusted advisor

EXPERIENCE

Deloitte, Global Lead Client Service Partner, San Francisco, CA

2001-Present

World's largest global professional services Firm

Leadership Role:

- **Lead Client Service Partner** responsible for all aspects of account strategy and management including P&L, sales, multi-million-dollar market alliance development, contract negotiation and execution, project delivery, client satisfaction assessment/quality assurance, and executive relationship development at Anaplan, DocuSign, Logitech, Pinterest, Salesforce.com, Slack, Symantec, VMware, and Workday
- **Client Relationship Lead** responsible for relationship development and maintenance at assigned clients including Adobe, Airbnb, Apple, Dolby Laboratories, HP, Hewlett Packard Enterprise, Itochu, Uber, and Visa.
- **Fastgrowth Portfolio Technology Industry Lead** responsible for managing and growing portfolio of ~35 high-growth Northern California technology industry emerging clients

Founder:

- Deloitte's **Bay Area OnBoarding Academy**, a biannual training program for select CXOs who wish to develop board of director skills, career plans, and board member relationships
- Founded in 2013, the Academy's alumni include more than 400 of the most successful senior executives and board members in Northern California from clients including Adobe, Alphabet, Chevron, Cisco, Clorox, Docusign, eBay, Electronic Arts, Facebook, Google, HP, Hewlett Packard Enterprise, Kaiser, LinkedIn, Salesforce.com, Symantec, and Visa, etc.

Published/Author:

- Co-authored published [The World Remade by Covid-19](#) To date, the report stands as Deloitte's most downloaded eminence piece
- Authored published Wall Street Journal Article [Courting the Candidate Customer](#) on talent attraction and retention innovations.
- Authored and presented internal Deloitte white paper in 2010 on social enabled talent ecosystems [talent cloud] that highlighted the threat and opportunity available to the Firm
- Authored multiple Deloitte/Client relationship 'Annual Report' documents for use at clients
- Spearheaded creation and submittal to the FASB/EITF regulatory body a white paper titled [Accounting for the Purchase of Cloud Computing Arrangements](#) that focused on amending the Lease Accounting Regulations to accommodate emerging SaaS and Cloud revenue models. Other co-authors included the Controllers and/or SVPs of Revenue Recognition at Autodesk, Cadence, EMC, Google, Hewlett-Packard, NetSuite, Salesforce.com, Symantec, VMWare, and Workday.

Alliance Group Business Consulting, Principal, Walnut Creek, CA 1999 – 2001

Reported to EVP & General Manager of Sales, e-business, and Marketing for Hewlett-Packard

- Senior executive responsible for building direct capabilities for \$38B personal computer systems business group

- Developed solution sales program for HP Direct sales organization that enabled strategic solution conversations with direct customers which enabled rapid growth from \$0 to \$7B in two years
- Member of M&A evaluation team responsible for acquisitions focused on building and enhancing HP's direct capabilities

Vanstar/Inacom Corporation, Pleasanton, CA - 1996 – 1999

Office of the Chairman - Special Projects for Acquisitions, Divestitures, and Operational initiatives
Reported to Chairman and CEO of \$8 Billion computer value-added reseller
Publicly held Value Added Reseller (NYSE: VST)

- Closed two largest sales in company's history (Chevron and Wendy's representing more than \$1B in revenue)
- Chairman's Club all years

Capstone Development, Potomac, MD - 1992 – 1996

Developed several commercial real estate projects located in Virginia and Maryland for private family investors

- Deeply involved in all aspects of development including site selection, site design, permitting & approvals, pre-leasing, construction and permanent financing
- Successfully negotiated multiple contracts

EDUCATION

Bachelor of Arts, History, Philosophy & Theology, University of Texas at Austin, Austin, TX 1988

Rotary International Scholar, Canterbury University, Christchurch, New Zealand

INTERESTS

- Sailing: First place winner in New York Yacht Club Newport-Bermuda race. Currently keep 38' sailboat in Marina Del Rey, CA where we are a member of Del Rey Yacht Club
- Masters Swimming
- Trail hiking
- Sous Chef/Apprentice Chef: Completed French 6-year culinary apprenticeship

Application Form

Profile

DAKOTA J IYALL
First Name Middle Initial Last Name

Home Address Suite or Apt
WALNUT CREEK CA 94598
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 4
EBRPD ANTHONY CHABOT
REGIONAL PARK LEONA
CANYON OPEN SPACE PARK SERVICE WORKER
Employer Job Title

Length of Employment

4 MO

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?

17 YRS

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

FRESNO CITY

Degree Type / Course of Study / Major

JAZZ

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

FORK OP

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

SCISSOR/BOOM OP

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

FORKLIFT, SCISSOR LIFT, BOOM LIFT OPERATOR

Qualifications and Volunteer Experience

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

I am interested in parkland use in Contra Costa County. I am a member of the Cowlitz Indian Tribe. I am interested in land acknowledgement and signage around educating public about original stewards of the land and honoring the living descendants of indigenous people in the Bay Area.

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

I work at an EBRPD park as a park service worker. I attend to kiosk duties as well as field work alongside rangers, naturalists and park craft specialists. I am a member of the Native community currently living in the Bay Area. I volunteer for working the land to rematriate sacred sites with Sogorea Te land trust.

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

Application Form

Profile

Angela M Lehn
First Name Middle Initial Last Name

Home Address Suite or Apt
Pittsburg CA 94565
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Self Animal groomer
Employer Job Title

Length of Employment

30yrs

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Pittsburg

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

10+

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

Yes No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Diablo valley

Degree Type / Course of Study / Major

General

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Los Positas

Degree Type / Course of Study / Major

General

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Chabot

Degree Type / Course of Study / Major

General

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses

Other Training A

AHT animal health tech.

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

AHT

Qualifications and Volunteer Experience

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

I've been volunteering and east bay parks cleaning and park maintaince

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

Well I folled what been happening when I lived in Castro Valley parks and when the new dawn that was built never got used only the old spillway was my concern about the land peaked . Now with this governor

[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 believe I can make the time work around my schedule no problem

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.

None

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

Application Form

Profile

Monica R Meza
First Name Middle Initial Last Name

Home Address Suite or Apt
Concord CA 94521
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 4

Village Music School Operations Manager
Employer Job Title

Length of Employment

8 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?

On and off 32 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

Citizen advisory group member

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

California State University - Fresno

Degree Type / Course of Study / Major

Art Major / Sociology Minor

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Our family has enjoyed the EBRPD open spaces for years and I want to be able to provide feedback around it's use and potential projects.

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

Concord/Pleasant Hill resident for over 30 years. Operations Manager of a local business who could provide qualitative feedback about plans and projects.

Upload a Resume

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

☐ Yes ☒ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

I am currently the Public Relations board member of the Diablo Regional Concert Band

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

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 - (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.

Monica Raquel Meza

| www.monicameza.com

Seeking a full time position that will allow me to fully utilize my business operations, administrative, creative, and marketing skills in a team-oriented, supportive work environment

Skills

Adobe Photoshop, AdWords, Analyzing ROI, Cash Handling, Content Writing, Customer Service, Food Handling, HTML, Inventory Management, Marketing, Microsoft Dynamics CRM, Microsoft Excel, Microsoft Outlook, Microsoft Word, Print Design, Safe Balancing, Shift Management, Type 70 WPM, Web Design, Web Development, Wordpress CMS

Marketing & Sales (11 Years Experience)

- Creation of Marketing Letters and Correspondence
- Direct Marketing Campaigns to Clients
- Design and Development of Advertisements and Direct Mail Campaigns
- Inside/Outside Sales Calls

Supervision and Management (12 Years Experience)

- Completed Management Training and Extensive Leadership Classes
- Trained and Supervised 20 Associates
- Invited to Assist in the Opening of New Stores
- Close Coordination with General and District Management
- Inventory Management
- Analyzing ROI for Marketing and Publicity Campaigns

Graphic Design & Web Development (12 Years Experience)

- Freelance Graphic Designer and Web Developer
- Website Design and Development
- Managing Google AdWords Accounts
- Web Content Management and Keyword Optimization
- Hand Drawn Illustrations and Storyboarding

Education

California State University Fresno, Fresno, CA Bachelor's Degree in Art—Drawing and Painting / Minor in Sociology

Work Experience

Operations Manager	Village Music School	July 2016 - Present
Marketing and Customer Service	Oxygen Plus, Inc	2015 - 2016
Companion Animal Manager	Petco	2013-2015
Marketing Assistant	Glendale Outpatient Surgery Center	2010-2013
Shift Manager	In-N-Out Burger	2003-2010
Clerical Assistant	Concord Public Health	1998-2003

Application Form

Profile

Shane

First Name

Reisman

Last Name

Middle Initial

Home Address

LAFAYETTE

City

Suite or Apt

CA

State

94549

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

theregional.io

Employer

Founder

Job Title

Length of Employment

16 months

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?

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?

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Seat Name

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

10-12

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of California, Irvine

Degree Type / Course of Study / Major

Bachelor's Degree, Political Science

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Georgetown University

Degree Type / Course of Study / Major

Master Business Administration

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

PMP - Project Management Professional

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

PROSCI - Organizational Change Management Professional

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

My name is Shane Reisman, and I appreciate the opportunity to apply for the Contra Costa County Board of Supervisors appointment to the East Bay Regional Park District Park Advisory Committee (PAC). I am motivated to serve in this role because, as a City of Lafayette Parks Commissioner and the second-place finisher in Contra Costa County in the 2024 race for Ward 2 East Bay Parks Director, I have demonstrated my commitment to enhancing park access in the East Bay. As a PAC member, I will work with Contra Costa leaders and residents to promote the protection and enjoyment of our regional parks. Since moving to Lafayette in 2021 with my wife, three daughters, and dog, I have prioritized making local parks and trails more accessible. In 2023, I joined the Lafayette Parks, Trails, and Recreation Committee and launched the Lafayette-Moraga Regional Trail Historic Walking project in collaboration with local historical societies. The project will create a rich walking experience along the trail, featuring interpretive panels that educate the community about our shared history. As a PAC member, I will continue to pursue initiatives to improve park access and amenities. During my campaign for East Bay Parks Director, I spent three months engaging Contra Costa voters on crucial park issues, discussing topics like off-leash pets, animal grazing, and bike safety. I encouraged residents to visit more East Bay Parks and actively participate in local decision-making. Additionally, I authored a thought-provoking Substack article exploring how improved park access can reduce crime and enhance community well-being. As a PAC member, I will keep advocating for civic participation and fostering discussions about the benefits of parks. With 20 years of experience in business strategy and operations consulting, I have a robust understanding of public policy, having graduated from UC Irvine and later studied at Georgetown University for my MBA. My career began on the legislative staff of U.S. Senator Dianne Feinstein, followed by a role on the press team at the Democratic National Committee. As a political consultant, I directed education and healthcare advocacy efforts and assisted various candidates in successful campaigns nationwide. While living in Washington, D.C., I served on the Neighborhood Heritage Trail Committee, where I played a key role in creating the official historic walking trail of the Columbia Heights neighborhood. Collaborating with community members, I researched landmarks and designated the trail's course, demonstrating my commitment to regional partnerships and my passion for launching impactful parks and trails projects. I appreciate your consideration of my application for the Contra Costa County Board of Supervisors appointment to the East Bay Regional Parks District PAC, and I look forward to the opportunity to collaborate on future park initiatives.

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

Please find attached my qualifications and additional materials that demonstrate my experience and dedication to improving parks in Contra Costa County. These documents highlight my efforts to enhance and expand local park access: - Campaign Emails: A collection of emails I sent to 27,000 Contra Costa voters, sharing updates on local park projects and relevant news from the campaign trail. - Endorsement Submission: A summary provided to the Contra Costa Young Democrats outlining my experience and perspectives on critical parks issues. Thank you for considering these materials as part of my application.

[Upload a Resume](#)

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

- Contra Costa County - Conference of California Historical Societies (Regional Vice President)
- Contra Costa County - Lafayette Parks, Trails & Recreation Commission (Commissioner) -
Contra Costa County - Shane for Parks, 2024 Campaign (Candidate) - Contra Costa County -
Lafayette Historic Society (Member/Volunteer) - Alameda County - SAFE Public Safety
Campaign (Volunteer) - San Francisco - Western Neighborhoods Project (Member) - San
Francisco - Bernal Heights History Project (Member) - San Francisco - Food Bank (Volunteer) -
Washington, DC - Heritage Trail (Board Member)

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:

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☒ I Agree

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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.


Shane Reisman


East Bay Regional Park District Park Advisory Committee Contra Costa BOS Appointee - Qualifications

- I live in Lafayette with my wife, three kids, and dog, a frequent park visitor to East Bay Parks.
- I am a Commissioner on the City of Lafayette Parks, Trails & Recreation Commission.
- I advise political campaigns on parks and land use issues. In 2024, I ran for East Bay Parks Board Director in Ward 2. Ward 2 includes roughly 100k people in Contra Costa County.

“Shane for East Bay Parks” Campaign in Contra Costa County
Three-month outreach effort to educate voters across Contra Costa County about East Bay Parks and conduct public engagement to hear directly about local parks issues.


70k
Contra Costa
Voters


7
Contra Costa
Cities


25
East Bay Parks
Endorsements

Professional Background

I am a strategy and operations professional with a 20-year record leading government and private sector communication and technology programs. I managed projects at NASA, Health and Human Services, and the US Air Force Energy Office and worked with teams across Federal and State agencies to innovate and improve government services and launch sustainable energy systems.

I grew up in California, graduated from UC Irvine, and earned an MBA from Georgetown University. I served as staff in the Office of Senator Feinstein and at the Democratic National Committee.

I founded an East Bay public affairs company to help local organizations and governments partner to promote public awareness and participation in community programs. I bring together interests across the Bay Area to advance public good in housing, urban development, and social wellness.

Contra Costa County Parks Projects

I am engaged in projects to promote development of new park space in Contra Costa County.

Park Advocacy and Collaboration



EAST BAY REGIONAL PARK DISTRICT
Created [Historic Walking Trail Experience](#) to increase visits and history awareness.

Park Land Use and Planning



CITY OF LAFAYETTE
Submitted City Council [Recommendations](#) to convert parking to a green walkway.

Park Accessibility



ALLTRAILS PUBLIC LANDS PROGRAM
Lead participation in [Public Lands Program](#) to update and increase public accessibility.

Park Funding



CALIFORNIA PARKS
Worked with the community to secure \$25k in [State Arts in Parks funding](#).

Parks and Trails Experience

**City of Lafayette
Parks, Trails & Recreation**

- Serve as Commissioner and Parks Subcommittee member
- Pursue areas to improve the visitor experience at our 6 parks and 16 miles of trails

**East Bay
Public Safety Campaigns**

- Educate voters on public policy and safety, crime, and quality of life issues
- Organize local grassroots events, rallies, and outreach

**Contra Costa County
Conf of CA Historic Societies**

- Act as Regional Vice President to promote historic public sites and walking trails
- Partner with local historical societies on new projects

Shane Reisman

East Bay Regional Park District Park Advisory Committee Contra Costa BOS Appointee - Qualifications

Supporting Materials – Qualifications for the East Bay Regional Park District Park Advisory Committee, Contra Costa Board of Supervisors Appointment

Please find attached my qualifications and additional materials that demonstrate my experience and dedication to improving parks in Contra Costa County. These documents highlight my efforts to enhance and expand local park access:

1. Campaign Emails: A collection of emails I sent to 27,000 Contra Costa voters, sharing updates on local park projects and relevant news from the campaign trail.
2. Endorsement Submission: A summary provided to the Contra Costa Young Democrats outlining my experience and perspectives on critical parks issues.

Thank you for considering these materials as part of my application.

Vote for Committed Local Leadership at East Bay Parks

Shane for Parks

Reply-To:

To:

Mon, Nov 4, 2024 at 11:23 AM



My name is Shane Reisman and I'm running for East Bay Regional Parks Director. I'm a City of Lafayette Parks Commissioner and the only candidate in this race with practical parks experience.

I will increase access and amenities to:

- Help everyone enjoy more outdoors activities in our parks
- Add safety measures along local trails
- Make sure we fix existing parks to address current needs before we spend more money to acquire new land

Please forward this email to friends and family and vote today for "Shane Reisman, City of Lafayette Parks Commissioner" for East Bay Regional Park District Director, Ward 2.

I will champion park access and be your best advocate at East Bay Parks. [Watch my campaign video](#) to learn about my commitment and experience.

We Got Issues

Visit shane4parks.com/#issues to see where I stand on important issues for Ward 2 park visitors. Spoiler alert, I like cow-grazing, off-leash dog fun, and more space for responsible mountain biking.



User
Groups



Recreation vs
Conservation



Pesticides &
Herbicides



Environmental
Justice



Managing
Eucalyptus



Urban
Wildlife



Vegetation
Management



Extreme
Weather

Ward 2 Parks News You Can Use

As a Parks Commissioner, I participate in multi-jurisdictional partnerships with city staff and volunteers. I believe public-private partnerships like these are critical to effective local governance.

Fresh Upgrades at Community Park. Big thank you to Scout Troop 219 and City of Lafayette Staff and Parks, Trails & Recreation Commissioners for this park upgrade at Lafayette Community Park. Stop by to check out the updated signs and amenities and new unobstructed park views.

Before



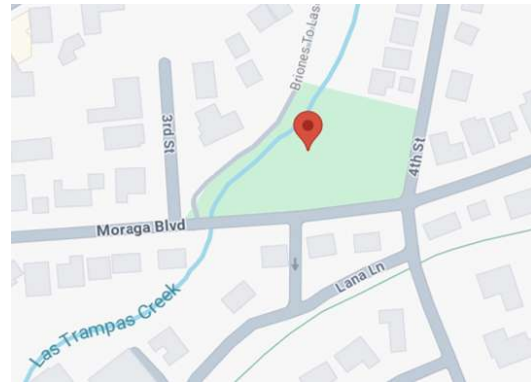
After



Fix Complete at Las Trampas Creek. In 2021, rainstorms overflowed Las Trampas Creek, causing erosion, threatening nearby homes and closing access near Moraga Blvd between [Leigh Creekside](#) and [Gazebo parks](#).

Creek Repairs

Location at Leigh Creekside



In October 2024, East Bay Regional Parks completed a short-term fix at Las Trampas, installing 20-foot-deep concrete anchors to stabilize the embankment. East Bay Regional Park District conducts creek work annually from August to October. The timeline to complete repairs includes the following milestones.



This is a great accomplishment for Lafayette. Thank you to East Bay Regional Park District, City of Lafayette Staff, Creeks Committee and Parks, Trails & Recreation Commissioners with support from [All Ages Recreation Downtown](#) and [Community Foundation of Lafayette](#).

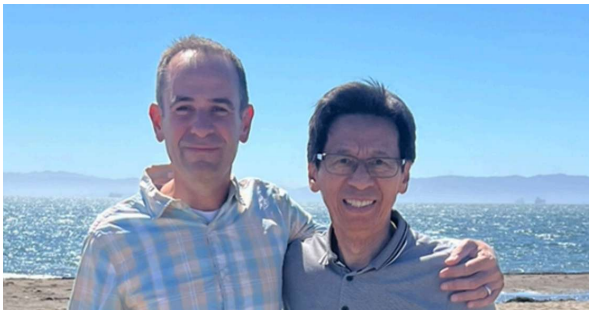
Local Endorsements

Let's bring some grassroots energy to the East Bay Regional Park District. I am not endorsed by political insiders. I have not taken any special interest money. I love our parks. I am a Democrat and I support park employees and their families. I am endorsed by Parks Advocates, Small Business Owners and community leaders.



"Shane is a great partner in our effort to increase park access."

Liz Chaney
Local Parks Proponent



"Shane will protect the beauty of our Parks."

Carl Chan
Public Safety Advocate



"Shane helped us partner with AllTrails to promote our world-class parks and playgrounds."

"Ace" Katayanagi, City of Lafayette Parks, Trails, and Recreation Department



"Shane for East Bay Regional Parks Director."

Avon Wilson and Lynn Hiden, the original "Schwinn Twins" of Lafayette



"Shane launched a local effort to capture thousands of dollars in CA State grants for park projects."

Grace Dixon, All Ages Recreation Downtown



"Shane helped update the memorial bench program in our Community Park."

Joe Dougherty, Commissioner, Parks Subcommittee Chair



"Shane is a friend and committed safety advocate."

Brenda Grisham, Save Alameda for Everyone (SAFE), Principal Officer



"Shane is creating great public space for city residents."

Frank Curcuro , Chairman , City of Lafayette, Parks, Trails & Rec Commission



"Shane wants great outdoor space for all of us!"

Bev Davis, Small Business Owner
East Bay Pet Care (and friends)



"Shane supports all-ages access to great parks and trails."

Carol Singer, Commissioner, Parks Subcommittee
Vice Chair



"Shane works hard to improve Lafayette parks and trails."

Scott Robinson, Chair, Trails Subcommittee, City of Lafayette

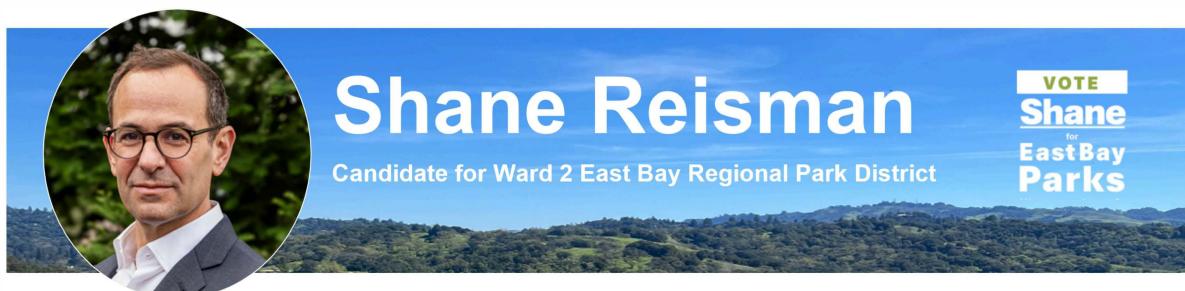


"Shane brings essential insight and skills to East Bay Parks."

Shaun Reid, Former President of the Bicycle Trails Council of the East Bay

Local Candidate for East Bay Parks

Sat, Oct 19, 2024 at 8:16 AM



My name is Shane Reisman and I'm excited to share that I'm running for East Bay Regional Parks Ward 2 Director. Ward 2 includes Briones, Reinhardt Redwood Regional Park, and the Lafayette Moraga Trail.

I'm currently a Parks Commissioner in Lafayette. As East Bay Parks Director, I will increase access and amenities to:

- Help families and students enjoy more outdoor activities in our parks
- Add safety measures along local trails
- Make sure we fix existing parks to address current needs before we spend more money to acquire new land

I am the only Contra Costa Parks Commissioner in this race. [Watch my campaign video about Ward 2](#) and why I am your best advocate for Lamorinda, Saranap, and Walnut Creek at East Bay Parks.

Local Accomplishments

I bring a track record of local parks achievements.

Lafayette Gazebo Leigh Creekside Two Parks Concept



.""Shane launched a local effort to capture thousands of dollars in CA State grants for [park improvement projects in Lamorinda](#)."

- Grace Dixon, All Ages Recreation Downtown

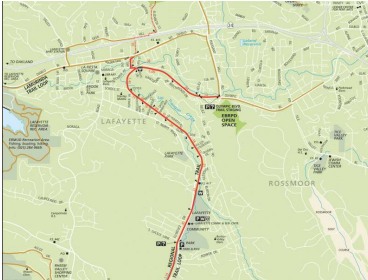
Lamorinda AllTrails Partnership



"Shane helped the City of Lafayette partner with AllTrails to educate online visitors about our world-class parks trails and playgrounds."

- Jonathan "Ace" Katayanagi, City of Lafayette Parks, Trails, and Recreation

Moraga to Lafayette History Trail



"Shane is leading a project with the Moraga and Lafayette Historical Societies to create new trail markers for students and visitors to learn the rich history of Lafayette Moraga Trail."

- Mary McCosker, Lafayette Historical Society

Local Endorsements

I am the only candidate with private-sector business experience. I will modernize Park District services, management, and operations to improve access and get more people to visit and enjoy our open spaces. I'm endorsed by citizens across Ward 2.

Business Owners



"Shane works with local business to make sure we all enjoy our outdoor spaces."

Bev Davis
East Bay Petcare
Owner

Community Leaders



"I endorse Shane for East Bay Parks. Shane will protect the beauty of our Parks."

Carl Chan
Public Safety
Advocate

Parks Champion



"Shane is a great partner in our effort to increase park access. Shane for Parks!"

Liz Chaney
Local Parks
Proponent

I love our parks. I am a Democrat and Public Safety Advocate. I support park employees and their families and I have real plans to make East Bay Parks work for everyone! Read my article about the [Parks Crisis in Oakland](#).

Please open your ballot and vote today for "Shane Reisman, City of Lafayette Parks Commissioner" for East Bay Regional Park District Director, Ward 2.

Visit shane4parks.com to learn more. Reply to share your thoughts about East Bay Parks or visit shane4parks.com/#thoughts-on-parks.

Thank you,
Shane

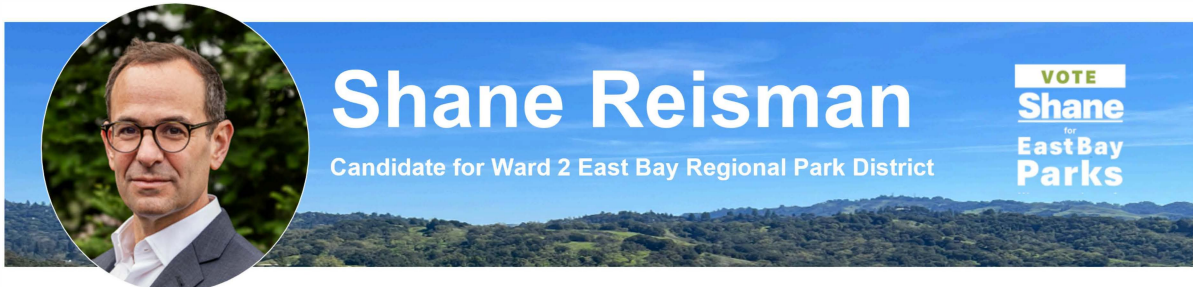
Candidate for East Bay Parks, Ward 2
shane@shane4eastbayparks.com

Paid for by "Shane Reisman for East Bay Parks 2024" Committee
ID#1473845

投票给Shane为东湾公园第2区理事

[Unsubscribe](#)

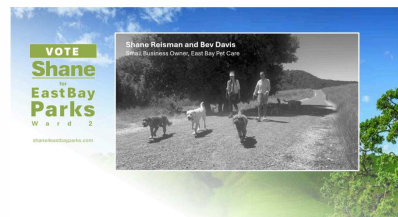
Local Candidate for East Bay Parks



name is Shane Reisman and I'm running for East Bay Regional Parks Director in Ward 2. Ward 2 includes Briones, Reinhardt Redwood Regional Park, and the Lafayette Moraga Trail.

I'm a Parks Commissioner in Lafayette and will be a strong advocate for Lamorinda, Saranap, and Walnut Creek at the Parks District. I'm running to help families and students enjoy more outdoor activities in our parks, add improvements along local trails, and address current needs before we acquire new land.

Please vote for me for East Bay Regional Parks Director today! [Watch this short video](#) to learn more about my campaign. Share with friends and family and don't forget to vote!



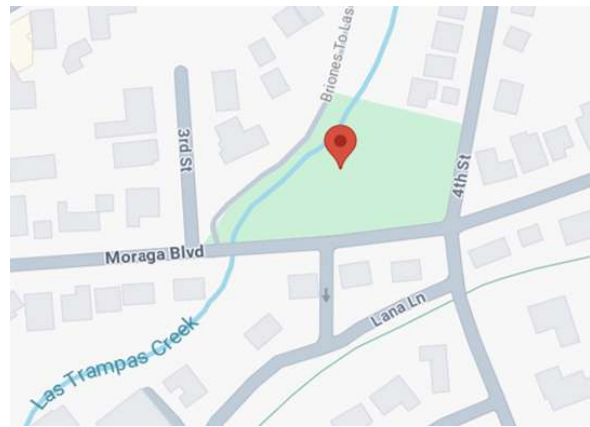
Parks News You Can Use:

Update on Las Trampas Creek Trail Repair

Repairs at Las Trampas Creek are nearly complete. East Bay Regional Park District (EBRPD) will finish work by the end of October to produce a temporary fix to the creekbank erosion adjacent to the path connecting Leigh Creekside and Gazebo parks. The work includes 20-foot deep concrete anchors to stabilize the embankment.



Storms and heavy rainfall in 2001 overflowed Las Trampas Creek causing erosion to the creekbed and threatening nearby homes.



Current repairs at Leigh Creekside Park will open access by 2026 to the bridge connecting Leigh Creekside Gazebo Parks.

EBRPD plans to complete a long-term fix to the bank erosion at this spot in 2025. They plan to open the path and bridge connecting Leigh Creekside and Gazebo parks in 2026. EBRPD conducts annual repair work only between August and October.

I will advocate for Lamorinda at EBRPD to ensure more local projects are completed and safe conditions returned to our parks and trails.

City of Lafayette Staff, the Creeks Committee, and the Parks, Trails and Recreation Commission coordinated with EBRPD to advance this important project. Many thanks for their amazing collaboration.

The Schwinn Twins: Pioneering Founders of the Lafayette Moraga Trail Support Shane for East Bay Parks

Avon Wilson and Lynn Hiden are the original “Schwinn Twins” of Lafayette.

From their foundational idea and through their tireless advocacy, the Lafayette-Moraga Trail was dedicated in 1976 along the old abandoned Sacramento-Northern Railroad line. Avon and Lynn are life-long local trails advocates and support Shane for East Bay Regional Park District.



Avon, Lynn, and Shane discuss features along the Lafayette Moraga Trail.

#I'mTrailing: Park Management Best Practices from Bicycle Trails Council of the East Bay Past President, Shaun Reid

I am the only candidate in this race with private-sector business experience. I will modernize Park District services, management, and operations to improve access and get more people to visit and enjoy our open spaces.

I recently met with Shaun Reid, former President of the Bicycle Trails Council of the East Bay and Founder of Northern California Mountain Bicycling Association, to discuss East Bay Park efforts to represent competing interests of user groups.

"Shane brings the essential insight and skills to help cyclists, hikers and equestrians coexist and share our vast open spaces. I endorse Shane for East Bay Parks."

Shaun Reid

Former President of the Bicycle Trails Council of the East Bay and Founder of NorCal Mountain Bicycling Association



Shane Reisman (Left) and Shaun Reid (Right) discuss strategies to address needs of competing user groups at East Bay Parks.

I love our parks. I am a Democrat and Public Safety Advocate. I support park employees and their families and I have real plans to make East Bay Parks work for everyone! Read my article about the [Parks Crisis in Oakland](#).

Please open your ballot and vote today for "Shane Reisman, City of Lafayette Parks Commissioner" for East Bay Regional Park District Director, Ward 2.

Visit shane4parks.com to learn more. Reply to share your thoughts about East Bay Parks or visit shane4parks.com/#thoughts-on-parks.

Shane Reisman

**East Bay Regional Park District Park Advisory Committee
Contra Costa BOS Appointee - Qualifications**

**Supporting Materials – Qualifications for the East Bay Regional Park District Park
Advisory Committee, Contra Costa Board of Supervisors Appointment**

Endorsement Submission: A summary provided to the Contra Costa Young Democrats outlining my experience and perspectives on critical parks issues.

1. Please include a 250-word or less biography here:

I am a life-long Democrat and City of Lafayette Parks Commissioner in Contra Costa County. I live in Lafayette with my wife, kids, and dog, we are frequent visitors to Ward 2 parks. I have a 20-year professional background in business strategy and operations consulting. No other candidate will better represent Contra Costa Young Democrats at the Parks Commission.

I graduated from UC Irvine with a degree in Social Ecology. I began my career on the legislative staff of US Senator Dianne Feinstein then on the press team at the Democratic National Committee. As a political consultant, I led multiple statewide education and healthcare issue advocacy efforts for progressive causes. I helped Supreme Court and local Democratic candidates execute winning political campaigns across the country.

I studied public policy in my MBA program at Georgetown University and transitioned from politics to public sector government consulting. As a public sector consulting services practice leader at IBM then Booz Allen, I managed large-scale technology and communication programs for the US Air Force, Health and Human Services and NASA. These projects required effective collaboration with government stakeholders at the Federal level as well as local and community leaders across military and civil service posts.

I am qualified for the office of EBRPD Director with the endorsement of Alameda Young Democrats because I am the only candidate to articulate a vision for East Bay Parks accessibility while simultaneously driving several high-impact local projects to make parks more accessible for young people and families in Contra Costa.

2. In your own words, briefly describe the duties and responsibilities of the office for which you are running.

The Park District addresses ongoing needs such as preservation of open space, completion of key projects, and expansion of recreational programs. Two primary District responsibilities I will focus most closely on are a) Wildlife management and b) Balancing the needs of different user groups.

a) Wildlife management. The District is responsible for the protection of all wildlife within its landholdings. As a member of the East Bay Parks District Board, I will promote our ongoing commitment to land stewardship based on an ethical approach to planning and land management. I will ensure District operations align practices with philosophies related to Earth-based land ethics of Indigenous people. Our actions will reflect a manner consistent with the belief that humans are a small part of the earth – equal to and dependent on other living things.

b) Balancing needs of different user groups - There is often tension among hikers, mountain bikers, equestrians, and users of electric vehicles on East Bay trails. I favor a go-slow approach to land development and support District efforts to address competing user group concerns by maintaining transparency and decision traceability, including every effort at accurate documentation shared with stakeholders every step of the way. This includes detailed records of public interactions, creative sessions, and ongoing agreements reached between user groups. This approach is designed to address tensions between user groups through clear, thoughtful navigation of disparate interests to arrive at a collective vision and agreement on a path forward.

Pilot programs like the Briones Pilot Project to establish specific rules limiting trail use within the Pilot Project Zone, serve this purpose: Through trial-and-error and community engagement, assessing future development options together with residents and park visitors, the Pilot project seeks to slowly introduce changes and share in outcomes with participating user communities.

3. Why are you running for this office?

As a Parks Commissioner, I grew to appreciate the interconnectedness of our vast East Bay parks and the diverse experiences of East Bay residents. I am running for East Bay Parks District Board in Ward 2 to communicate a sweeping vision of the physical connections of our parks and trails and cultural connections of our shared history. Through deeper bonds with our shared space, more residents across the East Bay can experience the health, financial, and social benefits of parks.

I lead projects that span communities and geographies to convey a powerful story about the potential of parks to reflect and address our common interests. One example of my unique qualifications in this area is my leadership on the Lafayette-Moraga Regional Trail Historic Walking Experience project.

I created the Lafayette-Moraga Regional Trail Historic Walking Experience to educate visitors about the iconic Lafayette-Moraga Trail and its cultural, historical, and regional importance. The project, currently under development, is a partnership with community members and local historical societies to launch a newly imagined interpretive walking experience. The effort will 1) tell local stories about our shared culture, history and resources along the trail, 2) drive more activity from the most popular EBRPD locales, and 3) refresh existing trail panels and maps for consistency.

I worked with the Lafayette and Moraga Historical Societies in partnership with East Bay Parks to launch this new interpretive experience. The project will educate visitors and provide an entry point for further expansion deeper into surrounding parks to tell an even bigger story about the value of parks and our shared experiences across Contra Costa.

The Lafayette-Moraga Regional Trail Historic Walking Experience project reflects my passion for our parks and trails and cultural connections to our shared history. I am running because no other candidate in this race is communicating compelling stories about Contra Costa Parks like the Lafayette-Moraga Regional to expand and enhance park access for Contra Costa families.

Lafayette- Moraga Regional Trail Historic Walking Experience



I partnered with community members and local historical societies on a newly imagined interpretive design to tell local stories about our shared culture, history and resources along the trail.

The project will drive activity from popular East Bay Parks locales to encourage visitors to explore other East Bay Parks locations.

[Lafayette Moraga Historic Walking Trail Experience](#)

4. Why should young people (& the Contra Costa Young Dems) choose to support you?

There is a crisis in the East Bay: Thousands of residents across Contra Costa are without any access to a park. Low income and communities of color, frequently with high concentration of young adults or families, are most impacted. These neighborhoods endure the detrimental effects of limited outdoor safe places, including high crime and reduced opportunities for healthy interactions. As a member of East Bay Parks, I will advocate for an ambitious strategy to connect these neighborhoods to East Bay parkland through the District's extensive Intrapark network of trails and pathways.

The first image below from The Trust for Public Land (TPL) identifies a sample priority space in Contra Costa, near Pleasant Hill, Walnut Creek, Concord, to create new public access to parks. This visualization is based on a 2023 TPL analysis using a mix of demographic and environmental metrics, population density, density of low-income households and people of color. The shaded areas are concentrations of citizens with no access to parks indicating varying degrees of priority development zones to expand parkland access:

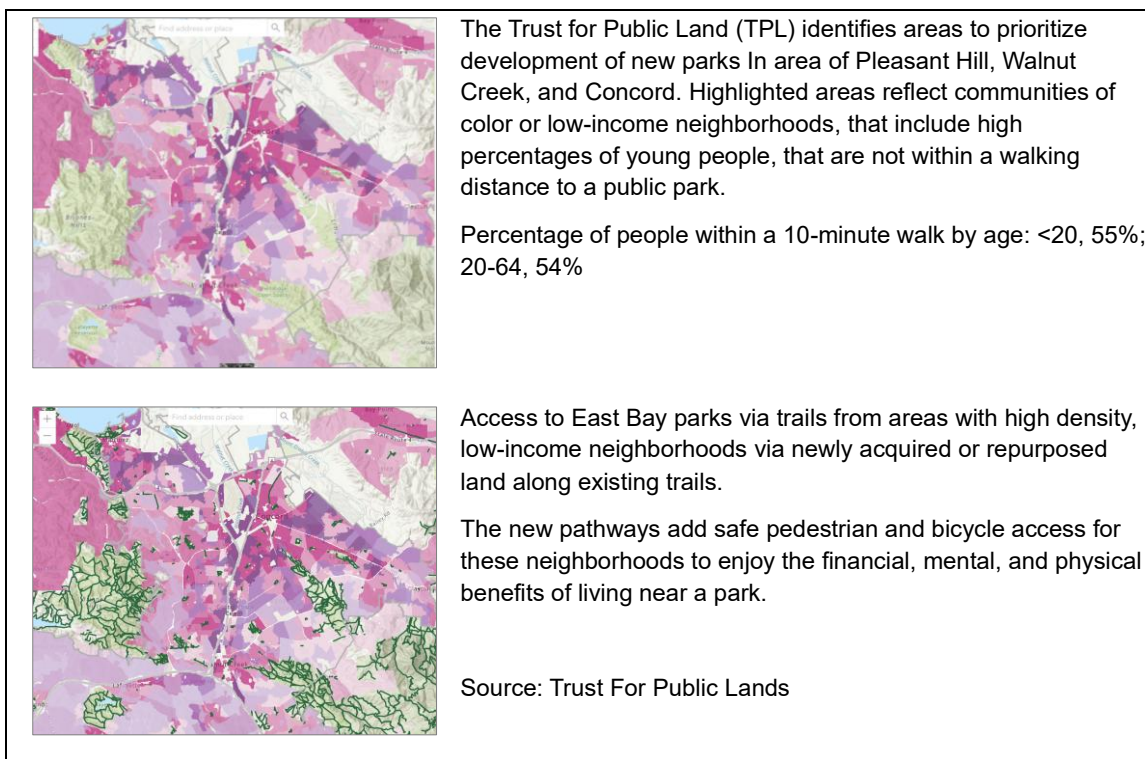
■ Very High ■ High ■ Moderate Priority

The second image below is a detail of this area with a layer to reveal existing East Bay trails. Each network of trails is an opportunity in Ward 2 to open access to East Bay Parks.

■ High Density, Low Income ■ Trails

In this illustrative scenario, strategic land acquisitions, trails and pedestrian right-of-way enable new park access and bridge disparate parts of the East Bay previously separated by freeways and other large thoroughfares. For neighborhoods with a high concentration of young adults and families, these targeted strategies are a bold plan to address East Bay Regional parkland accessibility issues in Contra Costa.

Priority Park Development - Pleasant Hill, Walnut Creek, Concord



5. What accomplishments have you made for young people?

As a Lafayette Parks Commissioner, I helped lead the city's application for the California State Arts in Parks grant program to capture planning and community engagement funds for the Lafayette "Two Parks Collaborative Concept". The "Two Parks Collaborative Concept" seeks to transform a downtown commercial corridor in Lafayette from a dark and dreary stretch along Mt Diablo into a bright inclusive recreational area featuring ADA-accessible play structures and welcoming parks for children, caregivers, and individuals with disabilities.

The age distribution in Lafayette is about 25% children and teenagers (0-19 years), 15% young adults (20-34 years), 35% are middle-aged adults (35-54 years), and approximately 25% are seniors (55+ years). Downtown Lafayette has the highest density, greatest diversity, and lowest income within the city yet lacks art and play elements for young people. The "Two Parks Collaborative Concept" will add playful art to significantly improve the quality of life for nearby residents, especially underserved lower-income seniors and children who cannot drive.

The grant submission will capture much-needed funds for this high-value park project. The park's design includes safe play areas for toddlers and engaging features for older children, to serve as a vibrant community hub for young people across nearby Contra Costa County cities. The parks will serve Las Trampas School for special needs students and within walking distance to senior housing, preschools, and public schools. Natural materials like logs, boulders, and river rocks will create sensory-rich play areas that are safe and accessible and plaques and interactive displays will provide educational opportunities for families, seniors, and students.

To ensure broad engagement with the youngest of playground users and their families, our planning includes public workshops, meetings, and booths advertised through city, chamber, and nonprofit newsletters, social media posts, direct email marketing, and sandwich board signs near the parks to ensure wide awareness and participation. Project partners include Lamorinda Moms, a group with over 1,000 families, focusing on infants, young children, and their parents and The Youth Commission, which targets residents aged 12 to 18 to ensure teenagers have a voice in developing community events, services, and spaces. Additional partners in project development include representation from local preschools, public schools, and the library, all within three blocks of the park sites, making them easily accessible to young children and families in nearby Multi-family housing.

The California State Arts in Parks grant winners will be announced in September. I continue to lead community engagement efforts to realize completion of the "Two Parks Collaborative Concept" and creation of these new parks and play spaces for young children and families in Contra Costa.





6. At the end of the upcoming term, what do you hope to have accomplished?

Across the East Bay, residents of low-income and minority neighborhoods with high concentrations of young people and families have less access to parks than high-income or white neighborhoods. My Vision for East Bay Parks is to address these disparities with specific accomplishments in two areas, 1) Park Investment per Person and 2) Park Amenities.

- **Park Investment per Person:** Park investment directly impacts a city's capacity to foster healthy, inclusive, and flourishing communities. As an example, Oakland's total park investment, aggregating all public and private spending for any publicly accessible park in the city, is \$109 per person. The National benchmark is \$124 per person.
- **Park Amenities:** Common amenities provide a reason for people to visit parks and should appeal to people of all user groups, kids, teenagers, adults, seniors. For each amenity, Oakland should work with East Bay Parks to achieve par with other cities according to the TPL 100-point scoring system.

Over the course of 2 and 4-year periods, a meaningful accomplishment is to achieve increases in targets for each amenity to reflect improved investment and access. Preliminary goals can demonstrate annual 3-5% increases and yield meaningful improvements in the experience of park visitors.

Sample Targets to Address Disparity in Park Amenities

<p><u>Basketball Hoops</u></p>  <p>Today: 2.2 per 10,000 people (19/100pts) Target: 4/10,000 people (2-4 Year)</p>	<p><u>Playgrounds</u></p>  <p>Today: 2.8 per 10,000 people (40/100pts) Target: 3/10,000 people (2-4 Year)</p>
<p><u>Dog Parks</u></p>  <p>Today: 4.1 per 100,000 people (100/100pts)</p>	<p><u>Bathrooms</u></p>  <p>Today: 1.2 per 10,000 people (35/100pts)</p>

7. In your opinion, what issue requires the most significant policy change (improving access to healthcare, solving economic inequality, etc.)? To what extent are you willing to expend political capital to achieve that change?

East Bay residents identify Crime and Public Safety as their top issue in recent surveys. Eighty percent of residents feel crime is getting worse and three in four say reducing crime is “Absolutely Critical”. Policy efforts to address challenges associated with crime in the Bay Area are a top priority and require a multifaceted, long-term plan as well as political capital to deliver meaningful change.

There are new leaders in Alameda and Contra Costa and green shoots are emerging of a different approach to crime and public safety. Recent collaboration between city leaders and East Bay Regional Parks to address public safety issues through the prism of effective park and land management is an example of this emerging opportunity worth our shared political sacrifice.

It is widely acknowledged that urban parks and green space enhance the well-being of city residents. Recent studies suggest that more green space – measured by the amount of grass, plants and tree canopy – is associated with lower risks of crime. In many cases, violent crime decreases in closer proximity to parks designed with safety in mind. More productive communication and collaboration between city and regional agencies, each with shared political skin-in-the-game, can help capitalize on these new emerging opportunities to address residents’ top concerns.

8. Which will be your top three priorities once elected?

I am running for Ward 2 East Bay Regional Park District Board Member to:

- **Accelerate Park Projects: Direct resources to complete park projects faster.**

There are many East Bay parks projects in Ward 2 that are delayed due to weather impacts or regulation. Others are slow to complete due to poor coordination or communication and lack of inertia. For the latter category, greater collaboration between parties, with increased direction and guidance from East Bay Parks, can help offset these delays.

I will more fully engage in community forums, workshops, and regular town meetings across Ward 2 to apply the influence and resources of the District toward achieving project timelines and communicating project progress to Contra Costa city leaders and residents.

- **Enhance Access: Refresh signs and trail maps to improve public access.**

East Bay Parks trail maps and online resources are difficult to find and not helpful. The most frequently accessible format for trail maps and trail information are .pdf files. The files are difficult to read, the text is too small for many with impaired eyesight or difficult to navigate for visitors without a large monitor or printer. Many people, such as young adults or young families, on cell phone only, will therefore not be able to use these park resources or access an EBRPD map to visit a park with their child.

- I will propose a partnership with Contra Costa to recruit students for a competition to apply data analytics and creativity to transform the vast amounts of park data available today into a user-friendly next-generation East Bay Parks mapping capability. This program will demonstrate our local innovation, foster a new generation of local park leaders, and open our parks for greater accessibility.

- **Secure Funding: Help cities capture grants to fund park improvement efforts.**

The 2024 East Bay Parks Budget is balanced and in compliance with budget priorities. Revenues are around \$300M, a 5.3% increase over 2023 with growth due primarily due to increased property tax assessments and increased charges for services. However, nearby cities and municipalities are struggling with higher operating costs related to increased insurance and construction materials and many are exploring new paths to sustainable revenue generation and alternative sources to fund important programs.

I will help cities identify new sources of revenue to fund municipal or local park projects, including Pilot programs. I will focus on increasing the amount of investment as well as diversification in the sources. Today, over 90% of park revenues are public, but proper growth in park investment must reflect a more balanced mix of sources, including increases in investment from creative public and private sources and new grant opportunities and partnerships with state and local commercial and trade groups.

9. What makes you different from other candidates in the race?

In 2023, I began to volunteer time to support local political issues and campaigns in the East Bay. I am focused on improving public safety in Alameda and Contra Costa Counties with a concentration on Oakland. Through these volunteer efforts, I gain a close understanding of East Bay residents and their concerns. I help East Bay campaigns build issue-specific websites and craft emails to resonate with target East Bay voters, I coordinate grassroots activity to convene volunteers for political rallies and I organized in-person and online events to collect signatures from Bay Area citizens.

I serve on the leadership committee for SAFE (Save Alameda for Everybody), a grassroots volunteer organization committed to safer streets in Oakland and Alameda County. In this role, I coordinate grassroots activity, and meet with residents, business owners and political activists to discuss priorities and voter needs. These efforts reflect my commitment to making the Bay Area safer for everybody.

10. Anything else you'd like to share or closing remarks?

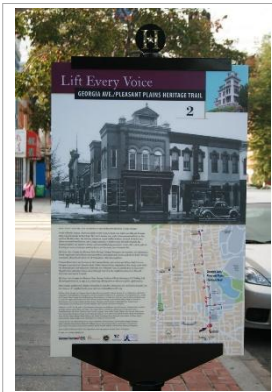
I am a 12-year resident of the Bay Area. I led a Northern California technology practice with teams staffed at companies in and around Oakland and Alameda County for 7 years.

I participate in local history community projects to bring together people, history and public space. I am a member of the Lafayette Historical Society and serve as Contra Costa County Regional Vice President for the Conference of California Historical Societies. I have been active in the Western Neighborhoods Project and Bernal Heights Historical Societies.

One example of my community work around history and public park space is my role in the creation of the Columbia Heights Heritage trail project in Washington, DC. Heritage Trails are the official walking tours of Washington, DC, each is a self-guided neighborhood walking journey.

I led an effort to design the map and designate Heritage Trails sign locations across the historic sites of my Washington, DC neighborhood of Columbia Heights. After a multi-year effort working with residents, business leaders, and government stakeholders, the trail successfully launched and today the three-mile tour is visited by thousands of locals and tourists annually. The trail features 12 large poster-sized markers that combine stories, photographs and maps. My name appears on the signage today and reflects one of my biggest life accomplishments to bring together community, history and public space. I hope to implement similar projects for East Bay Parks with virtual and technology-rich interactive history experiences.

Columbia Heights Heritage Trail



The Columbia Heights Heritage Trail is a three-mile tour punctuated by large poster-sized markers that combine stories, photographs and maps. The project is one of my greatest life accomplishments to bring together people, history and public space.

The project was later refreshed with an online component through a public-private partnership with the AllTrails Public Lands Program.





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4204

Agenda Date: 12/9/2024

Agenda #: 7.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: Policy Revisions to Administrative Bulletin 400 - Position Adjustment Requests

Submitted For: Monica Nino, County Administrator

Department: County Administrator's Office

Referral No: N/A

Referral Name: N/A

Presenter: Enid Mendoza, Senior Deputy County Administrator

Contact: enid.mendoza@cao.cccounty.us

Referral History:

County Ordinance Code Section 24-4.008 requires the County Administrator to implement a system of County administrative bulletins, establish and enforce personnel policies and practices in County departments and agencies, make recommendations to the Board of Supervisors on requests for additional personnel, and apprise the Board on the financial effects of changes in compensation requested by employee organizations in the meet and confer process. The ordinance permits the County Administrator to delegate to the Director of Human Resources - Exempt any or all of the duties relating to personnel administration.

From time-to-time it is necessary to review administrative bulletins for potential updates to the underlying policy or to make sure that the guidance being provided to departments reflects current best practices. Depending on the subject and materiality of the proposed policy, administrative bulletins can be updated administratively or submitted for review by the Board of Supervisors, including its standing committees.

The County Administrator's Office maintains personnel policies and practices to assist departments in their position and staffing needs to meet their service delivery mandates. Over the past 30+ years, updates to Administrative Bulletin No. 400 "Position Adjustment Requests" have been codified in a patchwork of resolutions and simple memoranda with no comprehensive policy review and update.

Though revisions to Administrative Bulletin No. 400 fall within the duties of the County Administrator per County Ordinance Code and the review of this policy has not been referred to a Board committee, the County Administrator's Office thought is sensible to present the revisions to the Internal Operations Committee for further feedback.

Referral Update:

Since 2023, County Administrator, Human Resources, and Labor Relations staff have been working to identify and understand the various policies, guidelines, and transactions governing position adjustments (also known as P300s) within the County. The efforts to consolidate the various position adjustment communications, dating as far back as 1990, into one policy also found the need to address formal position management guiding principles

in County policy. This resulted in the retitling of Administrative Bulletin 400 from Position Adjustment Requests to Position Management and Adjustments.

The most significant goals of revising this policy include:

1. Modernize, streamline, and improve position adjustment policies and procedures.
2. Merge all existing policies and memos related to position adjustments.
3. Establish position management expectations and specify who is responsible.
4. Align adjustments with the annual budget development process.
5. Provide flexibility for critical or unforeseeable staffing needs.
6. Reduce the excessive volume of midyear requests and the ongoing impacts to the Human Resources Department's workload.
7. Establish clear and efficient workflows and approval authorities.
8. Minimize position adjustment processing times and allow for external support when needed for extensive and time sensitive studies.
9. Modernize the P300 Form - Rebranded as Position Adjustment Request (PAR) Form

Invitation for Department Comment

On November 5, 2024, the County Administrator's Office issued a memo to Department Heads requesting commentary and feedback on the proposed draft policy. By Friday, November 15, eight departments submitted commentary. Submissions included the Health Services, Information Technology, Sheriff-Coroner, Conservation and Development, Risk Management, Human Resources, Labor Relations, and County Administration departments. County Counsel also provided input and suggestions for improvement. A summary of operating department comments received by November 15, 2024 are included as *Attachment C* to this report.

The majority of the feedback received from departments resulted in further policy language revisions and clarifications. The further revised policy was presented to representatives from all departments during a roundtable discussion on November 18, 2024. During this meeting, CAO staff addressed questions, concerns, and clarifications as requested by the feedback submitted by all departments. Minimal suggestions were made by operating departments for further revisions.

A copy of the current policy is included as *Attachment A* and the revised Administrative Bulletin No. 400 is included as *Attachment B* to this report.

Summary of Policy Revisions

The current Administrative Bulletin No. 400 (*Attachment A*) only addresses the Position Adjustment Request (P300) form and the review and approval procedures, which have both been outdated for over a decade. The revised policy draft being presented today includes updates to position adjustment request review and processing procedures and intentionally leaves out procedural guidance on the PAR (formerly P300) form completion. Instead, detailed information and guidance on the completion of PARs are outlined in a supporting document to the revised PAR form.

Due to the current policy's lack of position management and review and approval details, today's revisions are a complete policy overhaul and are therefore not conducive to a redlined version for comparison. The following provides a summary of the policy revisions:

1. Definitions (Paragraph III) were created for consistent application of related terms and a shared understanding of position modification and adjustment actions and processes.
2. Policy (Paragraph IV) language was created to address countywide position management responsibilities and the types of position adjustments, specifically to:
 - a. Align position adjustments with the County's budget development process for accurate accounting of authorized and funded positions.
 - b. Formally include in policy the conditions of minor midyear position adjustment requests outside of the budget development process due to urgent and unforeseen circumstances.
 - c. Ensure the County Administrator's Office provides an annual reconciliation of position changes to the Board of Supervisors.
 - d. Clarify the delegated authority given to the County Administrator in County Ordinance Code Section 24-4.008 so that certain midyear position adjustments can be administratively approved.
 - e. Continue to recommend the following midyear position adjustments to the Board of Supervisors:
 - i. Net total of all position related actions resulting in an increase to the total position count within a County agency.
 - ii. The creation or retitling of Exempt positions, or any position adjustment that warrants modifications to the County's Ordinance Code.
 - iii. The reclassification of a position with an existing incumbent.
 - iv. Reallocation of the salary plan and grade of any classification.

Attached for review and reference is a copy of the existing Administrative Bulletin No. 400 Position Adjustment Requests, a copy of the revised Administrative Bulletin No. 400 Position Management and Adjustments, a summary of the feedback received by County departments on a previous policy draft, and presentation slides to provide a visual aid through today's presentation.

Recommendation(s)/Next Step(s):

Receive presentation on the revisions to Administrative Bulletin No. 400 Position Management and Adjustments, formerly entitled Position Adjustment Requests, and provide any additional direction to staff as needed.

Fiscal Impact (if any):

There are no fiscal impacts - this report is informational only.

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 400.3
Date: 3-20-90
Section: Personnel

SUBJECT: Position Adjustment Requests

In order to expedite the processing of personnel requests, the Position Adjustment Request (Form P300) and the review/approval procedure have been revised.

Form P300 Revisions

The following revisions have been made to Form P300:

1. The section on "One-Time Costs" requires departments to identify non-salary costs to be incurred as a result of the request.
2. The "Total Cost of Adjustment" section has been revised to require departments to submit more detailed information concerning the total annual cost and net county cost associated with the request.
3. The section on "Source of Funding" requires departments to identify the source of funding which will offset the adjustment.
4. The section on "Reviewed by CAO and Released to Personnel Department" provides for a review of the request by the County Administrator's Office prior to releasing the P300 to the Personnel Department.
5. The form has been revised to reflect that the Board's action is now recorded by Phil Batchelor, Clerk of the Board of Supervisors and County Administrator.

Review/Approval Procedure

1. Position Adjustment Requests (Form P300) are to be submitted directly to the County Administrator's Office for processing. A copy of the requested action should also be provided to the Personnel Department at the same time.
2. The document is to concisely and clearly explain the reason(s) the action is required and identify the cost(s) associated with the request. Requests for additional positions and organizational changes must be accompanied by organizational material and/or other supporting information. Requests for reclassification of filled positions must be accompanied by a completed classification questionnaire.
3. On behalf of the Board of Supervisors, the County Administrator's Office will continue to make decisions on requested personnel actions having significant organization, salary, policy or budget implications and will confer with the operating department and Personnel Department on such issues.

4. Form P300 will be logged in and assigned a number by the County Administrator's Office. After conducting a financial and organizational review of the request, the County Administrator's Office will forward the P300 to the Personnel Department who will determine the necessary classification action(s) to be taken. After final review and upon approval of the County Administrator, the request is presented to the Board of Supervisors.
5. The Board's action will be recorded by the Clerk of the Board and County Administrator, and the form returned to the Personnel Department for adjustment of its records.
6. The Personnel Department will forward the completed original form to the Office of the County Auditor-Controller and send a copy to the originating department. The Office of the County Auditor-Controller will retain the original as the official record of action.

NOTE: Form P300 may be requisitioned from Central Service.

Originating Depts.: County Administrator
Personnel

/s/ Scott Tandy for

Phil Batchelor,
County Administrator

Contra Costa County
Office of the County Administrator

DRAFT - ADMINISTRATIVE BULLETIN

Number: 400.4

Date: December 2024

Section: Personnel

SUBJECT: Position Management and Adjustments

- I. **PURPOSE.** This Bulletin sets forth County policy and procedures for the administration and maintenance of positions in each County agency and department. It serves as a technical resource for operating departments in carrying out position management and adjustment responsibilities.

To sustain effective position management includes an accurate accounting of authorized and funded positions, prioritizes filling authorized positions, maintains relevant classification attributes and levels, accounts for limitations in resources, and sustains sound budgetary practices as necessary to deliver essential County services. Proper position management also ensures sufficient personnel and administrative County oversight to maintain the integrity of a countywide position management system and efficient utilization of County funds.

This bulletin replaces and supersedes all other County and department policies regarding County position management and adjustments, with the exception of the following: [Salary Regulations](#), [Personnel Management Regulations](#), and Administrative Bulletin [143 - Equal Employment Opportunity Outreach and Recruitment Plan](#), [Memoranda of Understanding \(MOU\)](#), Labor agreements, [management resolutions](#), or [Board approved resolutions](#).

- II. **AUTHORITY.** In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to implement a system of county administrative bulletins, as well as establish and enforce personnel policies in County departments and agencies, including position management and adjustments. To facilitate the best interest of the County and its position and organization accuracy and accountability, the County Administrator may make exceptions to the policy outlined below. Additionally, the County Administrator may delegate to the Director of Human Resources any or all of the duties relating to personnel administration.

III. **DEFINITIONS.**

- A. Abolish (Classification) – Permanent elimination of an existing *job classification*.
- B. Add (Position) – The process to increase the position count of an existing *job classification*.
- C. Authorized Position – A position, either permanent or limited term, with funding approval commensurate with the assigned job classification and full-time equivalent (FTE) count.
- D. Cancel (Position) – The process to permanently delete an existing *position*.
- E. Classification (Job Classification) – A position or a group of positions sufficiently similar with respect to the duties and responsibilities, that similar selection procedures and qualifications may apply and that the same descriptive title may be used to designate each position allocated to the group.

- F. Classification Specification (Job Specification/Description) – A document with the general description of the work performed by employees in a classification, but not meant to be an exhaustive list of all duties.
- G. County Funds – For the purpose of this policy, this term refers to County monies managed in the County treasury, regardless of funding source.
- H. Decrease – The process to reduce the hours of a *position*.
- I. Establish (Classification) – The process to create a *job classification* due to a combination of defined job duties, responsibilities, skills, and qualifications not currently existing in the County's position management plan.
- J. Exempt Classification – Positions exempt from the merit system that are established pursuant to [Administrative Bulletin 430](#) – Establishing Exempt Classifications.
- K. Full-time Equivalent (FTE) – A unit of measurement for the hours associated with a specific position expressed as a proportion to the standard workweek hours of a classification (i.e. a full-time 40/40-hour and 56-hour positions equal 1.0 FTE and a part-time 30/40-hour position equals 0.75 FTE).
- L. Increase – The process to add hours of a *position*.
- M. Midyear Position Adjustment (Request or Resolution) – An adjustment to a *classification* or *position* with a critical operational need that requires consideration outside of the County's annual budget development process.
- N. Position Adjustment (Request or Resolution) – See Midyear Position Adjustment. Position Adjustment Resolution (PAR) Form, formerly known as P300 Form.
- O. Position Modification List (Request or Resolution) (PML) – An adjustment to a *classification* or *position* considered in coordination with the County's annual budget development process.
- P. Project (Position or Classification) – A *job classification* exempt from the merit system that is designated for employees engaged in a time-limited program or service, by reason of limited, or restricted funding. *Positions* in project *job classifications* are typically funded from outside sources, but under certain circumstances may be funded by County general purpose revenue.
- Q. Reallocation - The act of reassigning an individual position from one class to another class at the same range of the salary schedule, or to a class which is allocated to another range that is within five (5) percent of the top step except as otherwise provided for in these rules or in ordinances.
- R. Reallocate – The process of changing the salary of a job classification.
- S. Reclassification – The process to reassign or change the allocation of a vacant position or a filled position and its incumbent to another *job classification* on the basis of significant changes in the nature, difficulty, or responsibility of duties performed in the position.
- T. Reassignment – The process to move an employee from one *position* to another *position* in the same *job classification* and department, to move one position from one department budget unit to another budget unit, or as defined in a deep class resolution.
- U. Reorganization – For this purpose of this policy, a significant change to a department's organizational structure or operations with particular impacts to staffing levels, reporting relationships, and delegation or span of duties.
- V. Retitle – The process to change the name of an existing *job classification*.
- W. Transition – The process of converting a project position into a permanent position and adding it into the Merit System.
- X. Unfunded Position – A position within a department or division without a dedicated funding source that exists under conditions set by the County Administrator, and due to exceptional circumstances.

- IV. **POLICY.** On behalf of the Board of Supervisors, the County Administrator makes decisions on requested personnel actions having significant organization, salary, policy, labor relations, or budget implications and will confer with operating departments and the Director of Human Resources on such issues, pursuant to Ordinance Code Section 24-4.008.

This policy sets forth fundamental position management practices and procedures to effectuate changes to County classifications and positions. Position modification and adjustment actions will be made during the annual budget development process or through a midyear position adjustment as described below. For the purpose of this policy, position modification and adjustment actions include but are not limited to creating, abolishing, exempting, or retitling of classifications; the addition, deletion, reclassification, or reassignment of positions; the reallocation of a classification salary grade and plan; and personnel actions as approved by settlement agreements. This policy also delineates the appropriate approval authority for County personnel and position management.

A. POSITION CHANGE GUIDELINES

1. General Policy. Changes to organizational structures, classifications, and positions are restricted to the annual budget development process to ensure proper planning and efficient use of County resources. During the budget development process, departments submit Position Modification requests to the County Administrator's Office when organizational changes are proposed for consideration. **Instructions on the process for departments to submit such requests will be included in the County Administrator's annual budget instructions to department heads.**
2. Midyear Position Adjustments. Changes to organizational structures, classifications, and positions outside of the annual budget development process shall be treated as exceptions and must follow the process and meet the criteria outlined in Section IV(C) below.

Such adjustments may be submitted as early as July 1 and with sufficient time for processing by November. Submissions that cannot be processed by November may receive further scrutiny due to conflicts with annual budget development processes, including forecasting activities that begin in December.

B. RESPONSIBILITIES

1. Department Heads. Department Heads are responsible for the organizational planning and development of service areas, including the utilization of personnel, available resources, and the expenditure appropriations and positions as adopted by the Board of Supervisors, to carry out the functions under their purview. Department Heads are also responsible for aligning departmental position needs with County budget processes and initiating Position Modification requests when necessary to maintain effective organizational levels, reporting relationships, and delegation of duties with their budgeted positions. As such, they maintain current functional organization charts, as required by [Administrative Bulletin 105](#), and other organizational personnel documents, such as Classification Specifications, that pertain to their departmental functions.

Department Heads also inform the County Administrator's Office whenever a position or department-specific classification is no longer needed or loses dedicated funding.

2. Director of Human Resources. The Director of Human Resources is responsible for maintaining a countywide record and inventory of position numbers and the respective classification attributes, reporting hierarchies, and compensable factors once established by the Board of Supervisors. The Human Resources department administers comprehensive and industry-relevant classification, position, and compensation studies, as assigned by the County Administrator's Office. The Human Resources department studies all assigned actions, verifies compliance with applicable personnel and position policies and regulations, and makes recommendations to the County Administrator's Office on the position management and classification specification action(s).
3. Chief of Labor Relations. The Chief of Labor Relations is responsible for apprising the County Administrator and Director of Human Resources of proposed changes in compensation and job specification elements such as minimum qualifications requested by employee organizations in the meet and confer process, as well as position adjustment requests for represented positions outside of the labor contract negotiations. Department Heads are responsible for keeping the Chief of Labor Relations apprised of employee relations issues that may arise from time to time and seeking consultation on the same.
4. Chief Information Officer. The Chief Information Officer, in partnership with the Director of Human Resources, is responsible for reviewing the countywide appropriateness of information technology related requests, including related classifications or requests to add or reassign information technology positions as requested by the County Administrator's Office.
5. County Administrator. The County Administrator is responsible for considering requested personnel and position actions having organization, salary, policy, or budget implications and conferring with the operating department(s) and the Director of Human Resources on such issues.

The County Administrator will make final decisions on personnel transactions, including approval of Midyear Position Adjustments, with the exception of those stated in section IV(C)(6), and will keep the Board of Supervisors apprised of approved Midyear Position Adjustments annually during the subsequent budget development process. Annual reports to the Board will minimally contain a reconciliation of baseline and recommended budgeted positions by classification and agency. The County Administrator may authorize designees to carry out the actions specified in this administrative bulletin.

C. MIDYEAR POSITION ADJUSTMENTS

1. General Policy. On occasion, a department may need to make a Midyear Position Adjustment to mitigate unanticipated budget and/or operational impacts to current fiscal year work plans, which the department could not anticipate during the annual budget development process. Such requests must fall within the criteria set forth in Section IV(C)(2) below.

2. Exception Criteria. To ensure efficient management of countywide resources and priorities, departments are expected to scrutinize internal position change needs that arise outside of budget processes so that only critical requests under the following conditions are submitted to the County Administrator's Office for further consideration:
 - a. Litigation or legislative requirements;
 - b. New revenue or grants, or midyear Board initiatives, with greater program requirements;
 - c. Labor agreements;
 - d. Disaster response operations;
 - e. Staffing level changes due to a separation in a critical role that requires immediate position adjustment(s), including an overlap in positions for a defined period of time for succession planning; or
 - f. Urgent and critical circumstances, as determined and at the sole discretion of the County Administrator's Office
3. Review Process. Midyear position adjustment requests will be reviewed on a case-by-case basis and at the sole discretion of the County Administrator, or designee. At times, it may be necessary to instead consider such requests as Budgeted Position Modifications for inclusion in the next annual budget development process, in which case the County Administrator's Office will notify the requesting department, and no further action will be taken.
4. Preliminary Review. Prior to development and submission of a Position Adjustment Request, departments are encouraged to submit a communication of proposed action accompanied by any relevant supplemental documentation to the County Administrator's Office. If the proposed Position Adjustment Request is conceptually determined to meet the criteria of Section IV(C)(2) above, the department will be advised to complete a Position Adjustment Resolution (PAR) form and supporting documentation to accompany a staff report within the agenda system as set forth in Section IV(C)(5) below.
5. Formal Review. The following procedures establish the process for review of Midyear Position Adjustment Requests:
 - a. Requesting departments are to submit Position Adjustment Requests through the established automated process to the County Administrator's Office for initial organizational and budgetary consideration. The department's assigned County Administrator's Office representative, in collaboration with the County Finance Director, will review a department's complete Midyear Position Adjustment proposal and supporting documentation.
 - b. Requests that will result in position count increases or organizational changes must be accompanied by organizational charts, information regarding mandates requiring such changes, and/or any other relevant supporting materials such as justification and funding source documents. Requests for reclassification of filled positions must be accompanied by a completed [Position Description Questionnaire](#).
 - c. If approved for further consideration, the County Administrator's Office will route the PAR and supporting documentation to the Human Resources Department for further consideration, study, and recommendation. If the requesting department holds County

Administrator approved delegated authority for the PAR requested actions or the Human Resources Department is unable to complete a study timely, the County Administrator's Office will complete the study internally or through the use of consultants, as needed, and make final recommendation(s). If disapproved by the County Administrator's Office, the requesting department will receive a communication informing them of the reason(s) for denial.

- d. The Human Resources Department will forward their recommendation(s) to the County Administrator's Office for further consideration.
 - i. Upon final determination, administratively delegated PARs approved by the County Administrator's Office will be submitted to the Human Resources Department for system updates and recordkeeping.
 - ii. Upon final determination of PARs requiring Board of Supervisors approval, the County Administrator's Office will assist the requesting department with submitting the staff report for Board consideration through the established automated process.
 - iii. The County Administrator's Office or Human Resources Department will notify the requesting department of disapproved requests and the reason(s) for disapproval.
 - e. The Human Resources Department will send a final copy of approved PARs, to the requesting department, including any position number or classification changes.
6. Board of Supervisors Approval Required. The County Administrator is responsible for administratively approving all personnel transactions with the exception of the following, which require approval by the Board of Supervisors:
- a. Position adjustments resulting in a net increase to an agency's total number of authorized position count.
 - b. Creation or Retitling of an exempt classification, per [Administrative Bulletin 430](#) Establishing Exempt Positions.
 - c. Reallocation of a classification's salary plan and grade.
 - d. Reclassification of a position with an existing incumbent.
 - e. Personnel actions that warrant modifications to the County's Ordinance Code.
7. Recordation of Midyear Position Adjustments.
- a. PARs adopted by the Board of Supervisors will be recorded by the Clerk of the Board and routed to the Human Resources Department for processing.
 - b. PARs approved administratively by the County Administrator will be sent directly to the Human Resources Department for processing.

Monica Nino,
County Administrator

References:

- Position Adjustment Resolution (PAR)
- [Position Description Questionnaire](#) (PDQ)
- [Salary Regulations](#)
- [Personnel Management Regulations](#)

- [Administrative Bulletin 105](#) – Organization Charts and Function Descriptions of County Departments
- [Administrative Bulletin 143](#) – Equal Employment Opportunity Outreach and Recruitment Plan
- [Administrative Bulletin 430](#) – Establishing Exempt Classifications
- [Memoranda of Understanding \(MOUs\)](#)
- [Management Resolutions](#)

DRAFT

Departments' Feedback to Proposed Revisions to Administrative Bulletin 400 - November 2024

Summary of All Department Submissions

Section	Proposed Edits	Department Comments	CAO COMMENTS
Section III D.	The process to delete an existing position.	The current definition conflicts with prior guidance that positions would not be permanently deleted.	This is the formal term used in a P300/Position Adjustment Request/Resolution, which does permanently inactivates a position in PeopleSoft.
Section III Definitions	<ul style="list-style-type: none"> * Increase (hours) - The process to increase position hours. * Decrease (hours) - The process to decrease position hours. * Reclassification - The process to reassign or change the allocation of a vacant position or a filled position and its incumbent by raising it to a higher job classification or reducing it to a lower job classification on the basis of significant changes in the nature, difficulty, or responsibility of duties performed in the position. * Reallocate - The process of changing the salary of a job classification * Transition - The process of converting a project position into a permanent position and adding it into the Merit System. 	added additional terms to the definition list, and edited Reclassification to include "incumbent".	Added Decrease, Increase, Reclassification, reallocate, and Transition.
Section IV(A)	No specific suggested edit. This comment is intended to provide context for our other detailed comments and suggestions.	The requirement to manage all position adds and changes through the annual budgeting process is operationally challenging. Managing positions solely through the budget process requires significant lead time when factoring in both the budgeting process and lengthy recruitment/hiring process. For example, if we were to identify the need to add one or more positions in March of a given year, without seeking an exception, the earliest we could expect to secure the position would be July 1 of the following year. Recruitments tend to take at least 6 months, so in that situation, at least 21 months would elapse between the time the need was identified and the time the position was filled. Due to the nature of our Department's work and responsibilities, it can be very challenging to foresee the need to add or change positions 12-21 or more months in advance. For example, a large portion of our workload depends upon market conditions. The number of permit applications we receive each year can vary dramatically and when a boom in applications occurs it can be necessary to expand our workforce. Since our permitting operations are fully funded by permit fees, our revenues increase with permit activity and mitigate budgetary concerns that can be associated staffing up. We respectfully request that some additional flexibility be afforded in the policy to allow Departments to add/change positions outside the budget process, especially for Departmental positions funded with enterprise funds (positions not funded with general purpose revenue).	<p>Funding source of positions will be one of the factors CAO staff will consider when discussing midyear adjustments with departments, but will not be a sole determinant of whether a position ask falls within the midyear position adjustment exception criteria.</p> <p>Emergent and critical staffing needs may qualify as an exception based on Section IV(C)(2) e or f.</p>
Section IV.A1	Changes to organizational structures, classifications, and positions are primarily aligned with the annual budget development process to ensure proper planning and efficient use of County resources. However, the policy will include flexibility to accommodate adjustments necessitated by evolving operational priorities, emergent program needs, or unavoidable delays in the recruitment or approval process.	Aligning position modifications with the budget process is logical but may delay addressing critical needs.	Critical staffing needs may qualify as an exception based on Section IV(C)(2) a-f.
Section IV (A 1&2)		Please clarify when the process to discuss position changes with the CAO begins/ends for mid-year and when does it begin/end for budget development? The current County Budget Instruction is vague on these timelines. In addition, the document submitted for budget development described in the Budget Instructions is the "final" document submitted to the CAO for position changes.	<p>Annual Budget Instructions will provide guidance to departments on staffing and position changes for upcoming budget development processes.</p> <p>Midyear adjustments can be brought to CAO staff attention once they are known and through the informal process as stated in Section IV(C)(4) of the policy. Draft language added to specify July - November typical processing for current year adjustments that may qualify as midyear adjustments.</p>
Section IV (B.1)	Topic: Org charts and Admin Bulletin 105	Will there be revisions/updates to Admin Bulletin 105?	Yes, in the near future.

Section	Proposed Edits	Department Comments	CAO COMMENTS
Section IV (B.1)	Department Heads. Department Heads are responsible have oversight for the organizational planning and development of service areas, including the utilization of personnel and available resources under their purview, following the adoption of expenditure appropriations and creation of positions to carry out those functions by the Board of Supervisors. Department Heads are also responsible also have oversight for aligning departmental position needs with County budget processes and initiating Position Modification requests when necessary to maintain effective organizational levels, reporting relationships, and delegation of duties with their budgeted positions. As such, they maintain current functional organization charts, as required by Administrative Bulletin 105, and other organizational personnel documents, such as Classification Specifications, that pertain to their departmental functions.	Recommend removing "are responsible" and replacing with "have oversight" since the task is typically delegated.	Good point. Since Department Heads are ultimately responsible, whether delegated or not, no revisions will be made.
Section IV (B.2)	Topic: Documentation	Will the "respective classification attributes, reporting hierarchies, and compensable factors once established by the Board of Supervisors" be accessible to the departments? May the departments have more clarity of what these documents are and how HR will maintain them?	This is general language for the various classification and position management HR oversees, most of which is part of their recordkeeping and within PeopleSoft. CAO staff will discuss further with HR
Section IV(C)(2)	Add an exception for non-General Fund positions if Department has adequate enterprise fund revenue	It is desirable to have the policy not restrict midyear position changes if a Department has sufficient enterprise fund revenue as such changes would not have any impact on the County's General Fund.	Funding source of positions will be one of the factors CAO staff will consider when discussing midyear adjustments with departments, but will not be a sole determinant of whether a position ask falls within the midyear position adjustment exception criteria
Section IV(C)(2)	Add an exception to allow for changes to address evolving operational needs	It would be extremely helpful to be able to add positions outside of the budget process to address evolving operational needs in a more timely manner to best serve the public and be responsive to changing conditions .	Critical staffing needs may qualify as an exception based on Section IV(C)(2) a-f.
Section IV(C)(2)	Add an exception to allow for changes necessitated to address new directives/work issued by the Board of Supervisors	Our Department is assigned special work/projects by the Board of Supervisors which is often time-sensitive and sometimes necessitate creation of new positions	Good point. Draft language to address this has been added to <u>Section IV(C)(2)(b)</u>
Section IV(C)(2)	Add an exception to allow for changes that only have minor budgetary impacts	Some changes may have no budgetary impact (net zero) or only minor budgetary impacts, such as eliminating one position and adding a different position or eliminating one higher paying position and adding two lower paying positions. These changes would ideally be allowed outside the budget process.	Budgetary impacts of position adjustments will be one of the factors CAO staff will consider when discussing midyear adjustments with departments, but will not be a sole determinant of whether a position ask falls within the midyear position adjustment exception criteria. Note: Midyear adjustments with sufficient budgetary impact, as determined by CAO staff, will need to be accompanied by
Section IV.C.2	Departments are encouraged to proactively assess internal position change needs, balancing operational priorities and resource efficiency. Critical requests meeting the following conditions should be submitted to the County Administrator's Office, with an emphasis on addressing the operational impacts of delaying such requests until the annual budget process:	The dual-step review process (preliminary and formal) may introduce delays. Departments would benefit from an estimated timeline or a commitment to responding within a defined timeframe.	Agreed. The preliminary step is a means for a department to understand whether the position needs meet a midyear adjustment exception before putting a lot of time and effort into a full PAR request. CAO staff will further discuss timelines, as the goal of the policy revisions include streamlining processes and eliminating the time it takes to make position adjustments. Draft language added to specify July - November typical processing for current year adjustments that may qualify as midyear adjustments.
Section IV.C.2	Add: g. Delayed recruitments or critical vacancies impacting essential service delivery. h. Program expansions mandated by state or federal legislation after the annual budget adoption	Including delayed recruitments and new mandates allows departments to address real-time service needs without risking interruptions in essential services.	This may qualify as an exception based on Section IV(C)(2) e or f.
Section IV (C.2)		Please clarify if the exception criteria "outcomes of labor agreements" includes current language in MOUs allowing employees to request an increase/decrease in position hours during the timeline provided in the MOUs; and if this type of position adjustment is restricted to mid-year.	Position adjustments resulting from MOU language allowing for an increase/decrease in position hours can be done in coordination with the annual budget development process. Position adjustments with MOU language with specific annual timelines for such requests would qualify for midyear adjustments

Section	Proposed Edits	Department Comments	CAO COMMENTS
Section III Definitions or Section IV (C) (2)	To enhance clarity, it would be helpful if the policy specified the exact timeframe that constitutes "midyear"	Defining the start and end points of the midyear period would ensure departments have a shared understanding of when adjustments outside the regular budget cycle can be requested, thereby improving planning and alignment with County budgetary timelines	Good point. The expectation per the prior CAO memo on position adjustments as stated between July 1st and November will continue, and this has been clarified in the draft policy
Section IV (C) (3) Review Process & (5) Formal Review	Please provide clarification whether the "Review Process" will allow departments to submit Position Adjustment Requests (PAR) individually, similar to the current P300 process, or if we are transitioning to a single, comprehensive midyear adjustment proposal? The language in "Review Process" suggests individual, case-by-case reviews, while the "Formal Review" section implies that departments may need to submit a complete midyear adjustment package.	Clear guidance on this point would help departments plan and align their submissions accordingly	Midyear adjustments may fall under both 1) a current year complete "package" of position adjustments or 2) individual position needs as they come up. "...complete Midyear Position Adjustment proposal and supporting documentation" refers to a PAR and all of the necessary documentation needed for review, which may include a functional org chart, a change in job specs/title, new legislation language that applies to the position change(s), etc.
Section IV (C.4)		Currently, the department contacts HR in addition to the CAO during the preliminary review depending on the type of position management request. Typically, the CAO refers the department to reach out to HR. Please clarify if the department should only contact the CAO during the preliminary review.	CAO staff will continue to be the initial reviewer of all position adjustment requests. The preliminary review is encouraged so that departments, in collaboration with their CAO liaisons, determine whether the request qualifies as a midyear position adjustment
Section IV (C.5)	Section 5.b Requests that will result in position count increases or organizational changes must be accompanied by organizational charts, information regarding mandates requiring such changes, and/or any other relevant supporting materials such as justification and funding source . Requests for reclassification of filled positions must be accompanied by a completed Position Description Questionnaire.	Updating Section 5.b to include the types of supporting material. For the formal review, can you clarify if the CAO is reviewing the PAR within the agenda system and then routing to HR within the system? The Auditor-Controller's office is also in the queue to approve the PAR withing the agenda system after HR has approved it. There is no mention of the Auditor-Controller in this section. It also does not address Labor Union notifications, which is typically communicated by HR. Section 5 is silent on timelines. An estimated timeline is needed, so departments know when to start the process. CAO, HR, and Auditor's Office should be able to provide a broad timeline for completing their portions of the review/approval.	The policy revisions do not impact current union notification procedures. Those will remain the same, as will submission of position adjustments through Legistar (whether administratively or BOS approved). The Auditor's Office is in the routing due to some midyear position adjustments requiring a budgement amendment. If CAO staff approve the PAR and it does not require a budget amendment, anyone in the approval process can remove the A-C from the Legistar approval path. Draft language added to specify July - November typical processing for current year adjustments that may qualify as midyear adjustments .
Section IV.C.5		How will departments know if approved/Denied by CAO? Can communication to departments be included?	All requests will be routed in Legistar and follow a similar approval/denial process. Details will be provided during the policy revision rollout and training to be provided by CAO staff.
Section IV.C.5		While we should not put specific systems in AB as they change, is there a work flow related? Email, legistar, etc?	Legistar will continue to be the system for submitting midyear position adjustment request, whether approved administratively or by BOS. Automated Legistar notifications will be enabled for approval/denial
Section IV(C)(5)(c)	Clarify that some position adjustment requests would not require completion of a study	Presumably there are some position adds/changes that would not require a formal study, it would be helpful for this to be clarified in the policy.	Correct, not all position adjustment will require a study and current processes will not be impacted by the policy revisions.
Section IV.C.6	The County Administrator is responsible for administratively approving all personnel transactions. Approval by the Board of Supervisors is required for the following, unless delays significantly disrupt critical department functions or County operations, in which case interim administrative approvals may be granted, subject to retroactive Board review	Allowing interim administrative approvals for time-sensitive issues ensures departments are not hindered by procedural delays when critical functions are at stake.	Correct, and thank you for the acknowledgement of the streamlining and flexibility included in the policy.
Section IV.C.7	Add New Section: Provisions for Departments with Lengthy Background Checks or Extended Hiring Processes Departments with positions subject to extended background checks or hiring processes exceeding the standard County timeline may request provisional staffing solutions or process exceptions to minimize operational disruptions	The addition of this section recognizes the unique challenges faced by departments with lengthy hiring processes, such as law enforcement.	This may qualify as an exception based on Section IV(C)(2) e or f.
Section IV (C.7)		Section 7 does not describe how or when the department is notified of an outcome, and when information such as new position numbers are communicated to the department.	Good point. Draft language has been added for HR to forward final to requesting department. Additionally, Legistar denial/approval notifications will be enabled.

Section	Proposed Edits	Department Comments	CAO COMMENTS
Section IV (D)		Section C is devoted to midyear adjustments. Please add a Section D that addresses the budget development adjustments.	Per section IV(A), the annual Budget Instructions will provide guidance on budget development process for position adjustments. Budget instructions and department submission documents include position modification requests, which are further facilitated by CAO staff, in collaboration with HR and the requesting department.
Overall: Legistar?		Will departments still be required to enter requests in Legistar after proposal is approved by CAO and HR?	Yes, the Legistar process will continue to be used for all PAR submissions.
General Concerns		Guidance for departments that have limited HR Resources and lengthier background checks and hiring processes.	This can be discussed further with the department and HR.
General Concerns 2		Will budgeted OT be reviewed/ adjusted to account for the decreased vacancy factor?	This will be reviewed on a case-by-case basis depending on the department.
General Concerns 3		Clarity on when a board order is needed	Staff reports in Legistar will be the detailed communication between the requesting department and CAO/HR, and therefore required of all midyear position adjustment requests. CAO prepared the staff report for position modifications included in the annual recommended budget.

Revisions to Administrative Bulletin 400 “Position Management and Adjustments”

Presentation to the Internal Operations Committee

County Administrator’s Office

December 9, 2024





Presentation Agenda

1. Introduction
2. Policy Background and Intent of Revisions
3. Summary of County Departments' Feedback
4. Summary of Policy Revisions and Approval Processes
5. Next Steps
6. Q&A



Introduction

Contra Costa County Ordinance Code -Chapter 24-4

24-4.008 County Administrator Duties

- Implement a system of county administrative bulletins
- Establish and enforce personnel policies and practices
- Make recommendations to the board of supervisors for additional personnel
- Apprise the board of financial impacts and compensation changes in the meet and confer process
- May delegate duties relating to personnel administration



Position Adjustment Policy Background

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 400.3
Date: 3-20-90
Section: Personnel

SUBJECT: Position Adjustment Requests

2022

**Collective
bargaining
salary equity
studies**

2023

CAO Memo

- Freeze through June 30.
- July 1 – Nov. 28
midyear period
- New directive for
adjustments through
annual budget process
- Deletion of vacant
unfunded positions

2024

Policy Revisions

- CAO, HR, and Labor staff
- Dept. Feedback
- Present to IOC
- Policy implementation



Intent of Position Adjustment Policy Revisions

1. Improve position adjustment policies and procedures
2. Merge all existing policies and memos, add position management expectations
3. Align adjustments with the annual budget development process
4. Allow exceptions for critical unforeseeable staffing needs
5. Reduce volume of midyear requests and impacts to HR workload
6. Establish efficient workflows and approvals
7. Minimize position adjustment processing times
8. Allow external support for extensive and timely studies
9. Update P300 Form – Rebranded as Position Adjustment Request (PAR) Form



County Departments' Feedback Received

1. Suggestions for additional definitions and requests for clarifying definitions.
2. Concerns with alignment to annual budget development process and limitations to midyear positions adjustments.
3. Requests for further midyear position adjustment exemptions.
4. Suggestions regarding processing timelines.
5. General clarifications.



Summary of Policy Revisions

Existing policy only outlines procedures for submitting a position adjustment resolution (P300).

1. Definitions (Section III) were created for consistent application of related terms and a shared understanding of position modification and adjustment actions and processes.
2. Policy (Section IV) language was created to address:
 - a. Countywide position management responsibilities
 - b. Conditions and timing of midyear position adjustments
 - c. Modernization of midyear adjustment procedures
 - d. Easy access to other personnel and position related admin bulletins



Changes to Approval Processes

1. Annual reconciliation of position changes to the BOS
 - a. Recently included in the Recommended Budget
2. Administrative processes for CAO delegated authority, with the exception of the following BOS approvals:
 - a. Net increase department's total position counts
 - b. Creating or retitling Exempt positions
 - c. Actions warrant modifications to the County's Ordinance Code
 - d. A position with an existing incumbent is requested for reclassification
 - e. Reallocation of the salary plan and grade for any classification



Next Steps:

1. Present to Internal Operations Committee - December 9
2. CAO issues final policy and PAR Form by end of December
3. Virtual training for departments in January
4. Ongoing policy review per CAO policy rotation review plan



Conclusion

Questions or feedback?



Thank you!



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4205

Agenda Date: 12/9/2024

Agenda #: 8.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 9, 2024

Subject: 2024 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

Referral Update:

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2024 and recommending matters for referral to the 2025 Committee.

Recommendation(s)/Next Step(s):

REVIEW the Committee's work for 2024 and identify issues to be referred to the 2025 Internal Operations Committee

Fiscal Impact (if any):

None.

To: Board of Supervisors

From: Internal Operations Committee

Report Title: 2024 Annual Report of the Internal Operations Committee and Disposition of Referrals

☒ Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

1. ACCEPT the 2024 Annual Report of the Internal Operations Committee (IOC) of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. CONTINUE the following referrals 2025 IOC: (1) County Financial Audit Program, (2) Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles, (3) Advisory Body Recruitment, (4) Process for Allocation of Propagation Funds by the Fish and Wildlife Committee, (5) Advisory Body Triennial Review, (6) Animal Benefit Fund Review, (8) Triennial Review of County Procurement Policies, (9) Review of Proposed Updates to the County's Administrative Bulletins as requested by the County Administrator, and (10) Managed Care Commission Bylaws Update.
4. REFER to the 2025 Internal Operations Committee an examination of whether and when to reactivate the Agricultural Advisory Task Force.
5. TERMINATE the following referrals: (7) Racial Justice Oversight Body Dysfunction, (10) Managed Care Commission Bylaws Update, (11) Public Art on County Property and Rights of Way, and (12) Memorials/ Dedications Policy.

6.

FISCAL IMPACT:

None.

BACKGROUND:

The 2024 Internal Operations Committee (IOC) was composed by Supervisor Diane Burgis, who served as Chair, and Supervisor Candace Andersen, who served as Vice Chair. During 2024, the Internal Operations Committee (IOC) met 10 times, worked on 13 referrals, made 13 reports to the Board, interviewed applicants and made recommendations to fill 33 seats for certain advisory bodies whose composition requirements must be monitored.

Our Committee appreciates the time and effort of County staff who prepared reports and analyses for Committee discussion, the valuable time and input of the many County residents who attended our meetings, and the efforts of the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board.

Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of its 2023 audit work and proposed 2024 Audit Schedule to the IOC on March 11, 2024, which the IOC accepted and approved, and reported to the Board on March 19, 2024 (Item C.5). This is a standing referral. **RETAIN**
2. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2022/23 fleet report on March 11, 2024 and reported out to the Board of Supervisors on March 19, 2024 (Item C.4). This is a standing referral. **RETAIN**
3. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Affordable Housing Finance Committee, Retirement Board, Advisory Fire Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee, as well as other advisory bodies as the need should arise; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2024, the IOC submitted recommendations to the Board of Supervisors to fill 33 vacant seats on various committees and commissions. The IOC interviewed individuals for seats on the Affordable Housing Finance Committee, Los Medanos Health Advisory Committee, Advisory Fire Commission to the Contra Costa Fire Protection District, Contra Costa Resource Conservation District, Contra Costa Transportation Authority Citizens Advisory Committee, East Bay Regional Parks District, Fish and Wildlife Committee, Integrated Pest Management Advisory Committee, Law Library Board of Trustees, Mosquito and Vector Control District, Planning Commission, and the Treasury Oversight Committee.

In 2025, the IOC will need to recruit and interview for the County Connection Citizens Advisory Committee, County Retirement Board, Affordable Housing Finance Committee, and the Law Library Board of Trustees. This is a standing referral.
RETAIN

4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On

November 22, 2010, the IOC received a status report from the Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On February 2 and again on November 18, 2024, the IOC received reports from DCD proposing, on behalf of the FWC, the 2024 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposals and recommended grant awards for 23 proposals totaling \$186,587, which the Board of Supervisors unanimously approved on February 27 (Item C.6) and December 3, 2024 (Item C.36). This is a standing referral. **RETAIN**

5. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, later superseded by Resolution Nos. 2020/1 and 2020/2, which revised and restated the Board's governing principles for the bodies. The Resolutions deal with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/CoB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The first phase report of the current Triennial Review Cycle was completed, reported to the IOC on May 13, 2024 and approved by the Board of Supervisors on June 4, 2024 (Item C.3), including extending the Library Commission through March 2027 and with follow-up action recommended in 2025 to examine whether and when to reactivate the Agricultural Advisory Task Force. This is a standing referral. **RETAIN**
6. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 14, 2024, the IOC received the eighth annual report on the Animal Benefit Fund covering FY 2023/24 and reported to the Board on November 5, 2024 (Item C.1). This is a standing referral. **RETAIN**
7. Racial Justice Oversight Body Dysfunction. On July 11, 2022, the IOC received a report from the County Probation Department regarding operational problems of the RJOB. The Public Protection Committee has previously received a report from a consulting firm engaged by the Office of Reentry & Justice at the Probation Department to provide technical assistance and meeting facilitation services for the RJOB. During the update, the Burns Institute highlighted several emerging issues hindering the RJOB's future work to include: changes in leadership and membership resulting in challenges with maintaining quorum, specifically at the Subcommittee levels; ambitious Task Force recommendations that are beyond the capacity and scope of the membership; and limited staffing resources to support the membership's requests for data collection, management, and analyses necessary to implement the recommendations of the RJOB. The County Administrator's Office identified additional issues: (1) the existing RJOB charge is vague; (2) staff support is

insufficient to the RJOB's needs; (3) RJOB subcommittees are self-forming and, therefore, not always balanced; and (4) there is high interest in participation and no term limits. It was decided that CAO and Probation would work with the Office of Racial Equity and Social Justice, once fully established, and bring recommendations for changes to the RJOB bylaws and reporting structure back to the IOC at a future date.

In October 2023, the Co-Directors of the new Office of Racial Equity & Social Justice were appointed. Shortly afterwards in early 2024, the Office of Reentry & Justice (ORJ) and the Office of Racial Equity & Social Justice (ORESJ) began collaborating to plan for transitioning the administrative and staffing responsibilities in Summer/Fall of 2024. Throughout this period, ORESJ Co-Directors – who are staff to the Equity Committee – attended RJOB meetings and met with RJOB leadership to assess the operational challenges facing the Body. During an annual update on RJOB's work to the Equity Committee in April 2024, the Equity Committee members agreed to hold a joint meeting session with the RJOB. The Equity Committee brought RJOB bylaws recommendations to the Board of Supervisors on August 13, 2024. The ORESJ Co-Directors are working on recommendations to better support the Body to present at an upcoming joint Equity Committee and RJOB meeting. Since the Equity Committee has apparently assumed leadership on this matter, it is recommended that the referral to the IOC be terminated. **TERMINATE**

8. Triennial Review of County Procurement Policies. On June 2, 2023, in the context of adopting updated County procurement policies, the Board referred to the Internal Operations Committee a triennial review of County procurement (Purchasing, Contracting, Small Business Enterprise, Local Bid Preference) policies to ensure harmony among the various policies and procedures and directed the Purchasing Agent to return to the Internal Operations Committee with a schedule of policies and procedures to be reviewed in each year of the triennial cycle. On October 14, 2024, the IOC received a report and recommendations from Public Works pertaining to the SBE and Outreach Programs. The IOC recommended, on November 13, and the Board approved on November 12, 2024 (Item C.5), updates to the SBE Program and abolishment of the old Outreach and eOutreach programs in favor of outreach requirements contained in the recently adopted Purchasing Policy. The next Purchasing policy review is scheduled for October 2027. **RETAIN**
9. Review of Proposed Updates to the County's Administrative Bulletins. In separate referrals on April 24, 2023 and June 27, 2024, the Board referred to the IOC, at the recommendation of the County Administrator, a review of several existing and proposed new administrative policies on subjects including office space, requesting real estate and capital project services, real estate asset management, purchasing (see #8), social media, cybersecurity, and artificial intelligence. We recommend continuation of this referral for review of administrative policies as requested by the County Administrator. **RETAIN**
 - a. Capital Facilities/Real Estate. On June 10, 2024, the IOC received a report and recommendations from the County Administrator's Office to update and consolidate several administrative policies on office space, capital projects and real

estate management into one administrative policy. These recommendations were forwarded to and approved by the Board on June 25, 2024 (Item C.9).

TERMINATE

- b. Social Media Policy. The Board of Supervisors, on September 24, 2024 (Item C.33), formally adopted Resolution No. 2024/321, the County Social Media Policy, and directed the Office of Communications and Media to develop and provide training to County departments. **TERMINATE**
- c. TikTok Ban. On August 1, 2023, the IOC recommended, and the Board approved with amendments, updates to the County's Social Media Policy, which prompted a new referral to the IOC regarding institution of a countywide ban on the TikTok social media application. Following the Board's August 1, 2023 direction to study how best to implement a ban on TikTok on County devices, the IOC received a report on September 11 that provided additional information on risks associated with the TikTok platform, the status of TikTok bans elsewhere, and the County's ability to implement a TikTok ban on County devices and limitations on that ability. The IOC provided direction to staff to continue developing IT device management tools to support enforcement of the ban on media platforms controlled by an "entity of concern" or a "country of concern" that holds 10 percent or more of the voting shares of a social media platform, or if the platform uses software or an algorithm controlled by a country of concern." The proposed TikTok ban has been suspended pending the outcome of a First Amendment challenge filed in May in the U.S. Court of Appeals for Washington, D.C. **RETAIN**
- d. Cybersecurity Policy (New policy). On July 8, 2024, the Department of Information Technology proposed to the IOC a new policy on cybersecurity. This policy was reviewed by the Board and promulgated to County departments by the County Administrator on October 1, 2024. **TERMINATE**
- e. Artificial Intelligence Policy. During its August 1, 2023 regular meeting, in the context of updating the County's Social Media Policy, staff discussed with the Board of Supervisors the problem of mis- and disinformation proliferated on the County's social media pages and the need for a protocol to combat mis- or disinformation. Misinformation is simply false information. Disinformation is the intentional spreading of misinformation.

On September 11, 2023, the Internal Operations Committee (IOC) directed staff to draft a set of interim guidelines, like the cities of San Jose and Boston, to provide departments with some guardrails for AI use, and directed staff to continue researching reliable ways to identify AI-generated content posted within public comments on county website and social media pages, and then bring back updates to the Committee as appropriate. Office of Communications and Media Director Kristi Jourdan prepared an initial draft policy. Subsequently, the County Administrator assigned the Chief Information Officer Marc Shorr and Chief Information Security Officer Nathan Wiebe to prepare a final draft County policy on artificial intelligence in County operations.

At its July 8, 2024 meeting, in the context of reviewing the proposed

Cyber/Information Security Policy, Marc Shorr briefly discussed how AI is presenting both exciting opportunities and new and difficult challenges in terms of IT security. For example, by agreeing to the Terms and Conditions of many popular AI platforms, staff may inadvertently be consenting to the platform owning any data - potentially private data -- entered onto the platform via user prompts. He said that the AI Policy in development would address security risks around AI and would dovetail with the County's Cyber/Information Security Policy.

On October 14, 2024, the Department of Information Technology proposed to the IOC a new policy on artificial intelligence. **TERMINATE unless referred back to the IOC**

10. Managed Care Commission Bylaws Update. The third phase of the current Advisory Body Triennial Review Cycle was completed on May 8, 2023 with follow-up action recommended with respect to the Managed Care Commission. A review of the Managed Care Commission's bylaws and meeting procedures was anticipated during 2023. Draft bylaws were submitted by the Commission for consideration but were returned for additional work and review by County Counsel. However, it was subsequently determined that bylaws revisions were no longer necessary. Therefore, it is recommended that this referral be removed. **TERMINATE**
11. Public Art on County Property and Rights of Way. On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property and public rights-of-way. The Public Works Department periodically receives inquiries about placement of murals on retaining walls and other public locations that may be within the public rights-of-way or on public land or buildings. The IOC discussed this matter on March 11 and September 9, 2024 and provided additional direction to Public Works and the County Administrator prior to bringing a draft policy and undecided policy issues to the Board on November 5, 2024. The Board, on November 5, decided to continue the matter to its December 3, 2024 meeting for further deliberation. **TERMINATE unless referred back to the IOC**
12. Memorials/Dedications Policy. On May 14, 2024, the Board referred to the IOC the development of a policy on establishing memorials on County property other than County buildings and rooms in buildings, which are already governed by existing policy. The IOC provided direction on the policy scope and Public Works proposed, and the Board approved, on June 4, 2024 (Item D.1) the Plaques and Memorials Policy. **TERMINATE**
13. Reinstatement of the Agricultural Advisory Task Force. When the IOC provided recommendations to the Board of Supervisors on June 4, 2024 following the Triennial Advisory Body Review, the Board requested the 2025 IOC to examine whether and when to reactivate the Agricultural Advisory Task Force. **REFER**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee

will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2025.

DRAFT

REPORTS

File ID	File Type	File Status	File Title	Agenda Date	Agenda Nr.
RES 2024-29	Consent Resolution	Passed	ADOPT Resolution No. 2024-29 proclaiming ARTSCCC, a fiscally-sponsored project of Independent Arts & Media, as the County's official local arts council and State-Local Partner, enabling it to seek funds from federal, state, and local entities to help support its projects and initiatives, as recommended by the Internal Operations Committee.	2/6/2024	C.7.
24-0479	Consent Item	Passed	APPROVE and AUTHORIZE the allocation of Fish and Wildlife Propagation Funds in the amount of \$74,522 to fund 11 conservation projects fully or partially, as recommended by the Internal Operations Committee. (100% Fish and Wildlife Propagation Fund)	2/27/2024	C.6.
24-0499	Consent Item	Passed	APPROVE and ADOPT revisions to the Integrated Pest Management Policy and Integrated Pest Management Advisory Committee Bylaws, as recommended by the Internal Operations Committee. (No fiscal impact)	2/27/2024	C.26.
24-0752	Consent Item	Passed	RECEIVE 2022/23 report prepared by the Public Works Department on the status of the Internal Service Fund for Fleet Vehicles, as recommended by the Internal Operations Committee. (No fiscal impact)	3/19/2024	C.4.
24-0753	Consent Item	Passed	RECEIVE report prepared by the Auditor-Controller on the status of internal audits for 2023 and work plan for 2024, as recommended by the Internal Operations Committee. (No fiscal impact)	3/19/2024	C.5.
24-1580	Discussion Item	Passed	CONSIDER approving the Plaques and Memorials Policy as recommended by the Internal Operations Committee, Countywide. (Carrie Ricci, Public Works Department)	6/4/2024	D.1.
24-1586	Consent Item	Passed	ACCEPT the 2023-2024 Triennial Review Phase 1 Report, APPROVE and AUTHORIZE the extension of the County Library Commission for a new three-year term through March 31, 2027, and REQUEST the 2025 Internal Operations Committee to examine whether and when to reactivate the Agricultural Advisory Task Force, as recommended by the Internal Operations Committee. (No fiscal impact)	6/4/2024	C.3.
24-1753	Consent Item	Passed	APPROVE Administrative Bulletin No. 527 "Capital Projects and Real Estate Services", as recommended by the Internal Operations Committee (No Fiscal Impact)	6/25/2024	C.9.
24-1756	Consent Item	Passed	ADOPT changes to the Mental Health Commission's bylaws pertaining to attendance, as recommended by the Internal Operations Committee. (No fiscal impact)	6/25/2024	C.25.

24-3744	Discussion Item	Continued	CONSIDER approving the proposed Contra Costa County Public Art Policy and providing direction on the development and implementation of a Public Art Program for Contra Costa County. (Lara DeLaney, Senior Deputy County Administrator)	11/5/2024	D.2.
24-3649	Consent	Passed	Animal Benefit Fund Annual Report	11/5/2024	C.1
24-3786	Consent Item	Passed	ABOLISH the 1990s Outreach and 2006 eOutreach Programs, which were superseded by the County's Purchasing Policy, and APPROVE updates to the Small Business Enterprise Program, as recommended by the Internal Operations Committee. (No fiscal impact)	11/12/2024	C.5.
24-4057	Consent Item	Passed	APPROVE and AUTHORIZE the allocation of Fish and Wildlife Propagation Funds in the amount of \$80,911 to fund 12 conservation projects fully or partially, and related action, as recommended by the Internal Operations Committee. (100% Fish and Wildlife Propagation Fund)	12/3/2024	C.36.
			AI Policy		
			Cyber Security Policy		
			P300 Policy		

APPOINTMENTS

24-0481	Consent Item	Passed	REAPPOINT Dennisha Marsh to the At Large seat on the Los Medanos Health Advisory Committee to a term that will expire on December 31, 2026, as recommended by the Internal Operations Committee.	2/27/2024	C.8.
24-0488	Consent Item	Passed	APPOINT Thomas Fenster to the Public Member #1 seat and Dr. Jutta Burger to the Public Member #2 seat on the Integrated Pest Management Advisory Committee for terms that will expire on December 31, 2027, as recommended by the Internal Operations Committee.	2/27/2024	C.15.
24-0489	Consent Item	Passed	APPOINT Lisa Martell to the Environmental Organization #2 Seat, Rohan Tyagi to the Environmental Organization #2 Alternate Seat, Tim Bancroft to the General Public Seat, Jim Payne to the Labor #2 Seat, and Nick Plurkowski to the Labor #2 Alternate Seat on the Hazardous Materials Commission, all to terms that will expire on December 31, 2027, as recommended by the Internal Operations Committee.	2/27/2024	C.16.
24-0758	Consent Item	Passed	APPOINT Kristy Lovejoy as the County Representative to the Contra Costa Transportation Authority Citizens Advisory Committee for a term that will expire on March 31, 2027, as recommended by the Internal Operations Committee.	3/19/2024	C.13.

24-1131	Consent Item	Passed	APPOINT Waleed Akbar to the City (central subregion) Representative seat to a new term ending on June 30, 2027 and Dallas Elliott to the Unincorporated (central sub-region) Representative seat to complete the current term ending on June 30, 2025 on the Affordable Housing Finance Committee, as recommended by the Internal Operations Committee.	4/22/2024	C.9.
24-1132	Consent Item	Passed	APPOINT Kenneth Miller to the Board of Supervisors Representative seat and Steven Quinly to the Public #3 seat on the Treasury Oversight Committee to terms that will begin on May 1, 2024 and expire on April 30, 2028; and DECLARE vacant the Board of Supervisors Alternate Representative seat held by Kenneth Miller and DIRECT the Clerk of the Board of post the vacancy, as recommended by the Internal Operations Committee.	4/22/2024	C.10.
24-1134	Consent Item	Passed	APPOINT Daniela Parasidis to the County Superintendent of Schools Seat, Julie Bautista to the County School and Community College Districts Seat, and Glenn Pena to the Alternate County School and Community College Districts Seat on the Treasury Oversight Committee, as recommended by the Internal Operations Committee.	4/22/2024	C.12.
24-1469	Consent Item	Passed	APPOINT Mari Beraz to the Board of Supervisors Alternate Representative seat on the Treasury Oversight Committee to complete the current term that will expire on April 30, 2026, as recommended by the Internal Operations Committee.	5/21/2024	C.6.
24-1473	Consent Item	Passed	REAPPOINT Ross Hillesheim to the At Large #2 seat on the County Planning Commission to a new four-year term beginning July 1, 2024 and ending June 30, 2028, as recommended by the Internal Operations Committee.	5/21/2024	C.10.
24-1474	Consent Item	Passed	REAPPOINT Michael Egan and Mark DeMarce to the At Large 1 and At Large Alternate #1 seat, respectively; and APPOINT Madhan Guna to the At Large Alternate #2 seat on the Contra Costa County Fire Protection District Advisory Fire Commission to terms beginning July 1, 2024 and ending on June 30, 2028, as recommended by the Internal Operations Committee.	5/21/2024	C.11.
24-3659	Consent Item	Passed	REAPPOINT Lorena Castillo, Renee Fernandez-Lipp, and Igor Skaredoff to the Contra Costa Resource Conservation District Board of Directors to new four-year terms ending on November 30, 2028, as recommended by the Internal Operations Committee.	11/5/2024	C.14.

24-4043	Consent Item	Agenda Ready	APPOINT Jamin Pursell to the Environmental Organization #1 seat, Louis Flores to the Environmental Organization #1 Alternate seat, Andrew Graham to the Business #3 seat, and Frank Qin to the Business #3 Alternate seat on the Hazardous Materials Commission, all to terms beginning January 1, 2025 and ending December 31, 2028, as recommended by the Internal Operations Committee.	12/3/2024	C.24.
24-4046	Consent Item	Agenda Ready	REAPPOINT Nicole Balbas to the At-large #3 seat and APPOINT Olivia Ortega to the At-large #4 and Courtney Coon to the At-large Alternate seat on the Fish and Wildlife Committee for terms of office beginning January 1, 2025 and ending December 31, 2028, as recommended by the Internal Operations Committee.	12/3/2024	C.27.
24-4042	Consent Item	Agenda Ready	APPOINT Mario DiPrisco to the At Large Alternate #2 seat on the Contra Costa County Fire Protection District Advisory Fire Commission to complete the current term that will expire on June 30, 2028, as recommended by the Internal Operations Committee.	12/3/2024	C.23.
			Law Library	12/17/2024	
			EBRPD	12/17/2024	
			Mosquito & Vector Control	12/17/2024	