



CONTRA COSTA COUNTY

AGENDA

Integrated Pest Management Advisory Committee

Thursday, June 18, 2026

10:00 AM

2380 Bisso Lane, Concord
<https://cchealth.zoom.us/j/98031936341>
Call in: (669) 900-6833
Meeting ID: 980 3193 6341

IPM Decision-Making Subcommittee

Susanna Thompson (Committee Chair)

Carlos Agurto (Subcommittee Chair)

Agenda Items may be taken out of order at the discretion of the Chair

1. Convene and introductions
2. Public comment on items not on this agenda (speakers will be limited to three minutes unless otherwise indicated by the Chair)
3. CONSIDER approval of the April 23, 2026 IPM Decision-Making Subcommittee meeting minutes. [26-2606](#)
Attachments: [3.1 April 23 IPM DMS minutes_DRAFT](#)
4. DISCUSS the broader role of the Subcommittee and ADVISE staff on potential adjustments to the process for developing decision documentation. [26-2607](#)
Attachments: [4.1 General Dec Documentation Process_DRAFT](#)
[4.2 IPM Decision Documentation Form for County Staff \(DRAFT\)](#)
5. PLAN the next meeting

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2380 Bisso Lane, Suite A, Concord, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For additional information, contact Wade.Finlinson@ag.cccounty.us or 925.490.3428



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2606

Agenda Date: 6/18/2026

Agenda #: 3.

Advisory Board: Integrated Pest Management Advisory Committee-Decision-Making Subcommittee

Subject: 3. CONSIDER approval of the April 23, 2026 IPM Decision-Making Subcommittee meeting minutes.

Presenter: Wade Finlinson

Contact: 925.490.3428

Information:

County Ordinance (Better Government Ordinance 95-6, Article 25-205, [d]) requires that each County Body keep a record of its meetings. Though the record need not be verbatim, it must accurately record the Committee's official decisions and actions. Minutes should include a brief description of any motion considered (whether or not it is approved), and must record the vote taken on the motion. Votes must be recorded in the minutes using the format required in California law.

Referral History and Update:

The draft minutes for the April 23, 2026 meetings of the IPM Decision-Making Subcommittee are included in this agenda packet.

Recommendation(s)/Next Step(s):

Staff recommends approval of the April 23, 2026 minutes with any necessary corrections.

Meeting Minutes - DRAFT
CONTRA COSTA COUNTY
Decision-Making Subcommittee of the
Integrated Pest Management Advisory Committee

Thursday April 23, 202

10:00 AM

2380 Bisso Lane, Concord
<https://zoom.us/j/97982014544>

Members Present: Carlos Agurto (Chair), Matt Slattengren (for Gabriel Chan), Michelle Cordis, Andrew Sutherland

Members Absent:

Others Present: Wade Finlinson, Susanna Thompson (attended as member of the public only)

1. Convene and Introductions

The Chair called the meeting to order at 10:03 AM.

2. Public comment on items not on this agenda.

None

3. CONSIDER approval of the August 21, 2025 IPM Decision-Making Subcommittee meeting minutes.

A motion was made and seconded (CA/MC) to approve the August 21,2025 minutes as presented.

Ayes:, Cordis, Agurto

Noes:

Abstain: Slattengren, Sutherland

Absent: Thompson

Public speakers: None

4. DISCUSS the broader role of the Subcommittee and ADVISE staff on priorities to develop for consideration at future meetings.

The IPM Coordinator referenced the discussion of the full Committee during the February meeting involving the intention to explore the possible transition towards a less-formal advisory body structure. Subsequent conversations have cautioned against moving away from being a Brown Act body while being encouraged to streamline IPMAC functions in way that values the contribution of

IPM Decision-Making Subcommittee
April 23, 2026 Meeting Minutes **DRAFT**

time of Committee members and County staff. He noted the importance of decision documents in the broader implementation of the IPM Policy and indicated an interest in revising the process for how these documents are created and updated.

Subcommittee members made the following comments:

- *The purpose of these documents is to:
 1. document current processes—staff should own this piece
 2. make recommendations—this should come from Committee
 3. communicate to public, staff, and other interested parties.*
- *In order for the Committee to make recommendations for each program, we need to understand each program better.*
- *Recommendations and departmental responses to recommendations should be publicly accessible alongside documentation of current processes.*
- *Historically, staff representatives on the Committee would create the first drafts of certain decision documents before the IPM Coordinator and the subcommittee. Staff changes over time altered that workflow.*
- *Nimble, form-based web system will allow for flexibility and documents being up to date and more impactful.*
- *Preference for website to be independent of operational departments, if possible.*
- *We have shared goal of less meetings, and less contention and hopefully we have the shared goal of the purpose of these documents.*
- *A flow chart may be helpful to specify who is responsible for each section of decision documentation.*
- *Web site should have a page with links to a description of each program subject to the IPM Policy where applicable IPM plans and decision documents are housed. General IPM Decision Tree should be centrally depicted.*
- *It may be easier to expect staff to focus on simply documenting what they are doing within operations instead of granular descriptions of sensitive site considerations that may be highly variable between sites.*
- *Public concern about these types of programs will continue to grow*
- *If this process is streamlined, we will be able to accomplish more by meeting less.*
- *Staff was encouraged to start building a website that will house these respective components.*
- *Ag. Department leadership will inquire on the feasibility of centrally hosting the site so it does not appear to be a program that only involves the Ag. Department.*
- *It's important that the IPM Program is seen as a 3rd party to the operational departments especially with the upcoming reorganization that will put the IPM Coordinator in the Ag. Department*

- *The Ag. Commissioner expressed an intention to support the continued independence of the IPM Program without getting between established policy relationships of the IPM Coordinator, this Advisory Committee, the Transportation, Water, and Infrastructure Committee of the Board of Supervisors, and the County Administrator's Office.*
- *It may be worthwhile to draft a statement of impartiality to clarify the pending move of the IPM Coordinator to the Ag. Department.*
- *The IPM Program website should include a section where the public can submit needs, concerns, and priorities associated with IPM.*
- *ADA web accessibility was extensively discussed.*

No formal action was taken.

Public speakers: Susanna Thompson indicated general agreement with the proceedings.

5. PLAN the next meeting.

No formal action was taken.

Public Speakers: None

The meeting adjourned at 11:52 AM.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2607

Agenda Date: 6/18/2026

Agenda #: 4.

Advisory Board: Integrated Pest Management Advisory Committee-Decision-Making Subcommittee

Subject: 4. DISCUSS the broader role of the Subcommittee and ADVISE staff on potential adjustments to the process for developing decision documentation.

Presenter: Wade Finlinson

Contact: 925.490.3428

Information:

The role of the Integrated Pest Management Advisory Committee (IPMAC) includes:

- Assisting County departments review pest control alternatives and related costs or impacts.
- Making policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions.
- Providing a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.
- Promoting transparency in pest management decision-making by County Departments.

Referral History and Update:

The IPM Decision-Making Subcommittee is currently the only standing subcommittee of IPMAC. In pursuit of the above purposes, the Subcommittee creates and revises documentation to transparently depict rationale for pest management decisions within County operations. These documents often include recommendations for operational refinement. The production of decision documents is considered to be one of the greatest contributions of IPMAC.

The IPM Program is moving from the Hazardous Materials Programs Division of Contra Costa Health to the Agriculture Commissioner's Office on July 1, 2026. This move marks an opportunity to evaluate how the broader program is structured. During the meeting of the full IPMAC on February 19, 2026, the IPM Coordinator expressed an intention to explore the feasibility of transitioning IPMAC to a less formal, but more impactful role.

Subsequent discussions with key stakeholders in that regard have progressed towards preserving the role of IPMAC as a formal advisory body. However, efforts are ongoing to explore other ways to add programmatic capacity and ensure that the investment of time contributed by IPMAC members and staff is appropriately valued. The IPM Coordinator is developing a proposal that would move toward having quarterly meetings of the full IPMAC and eliminate or reduce the role of subcommittees.

This Subcommittee met on April 26, 2026 and provided general feedback on the process for developing decision documents. Topics included elevating the role of the pending IPM Program website, clarifying work flows for staff and IPMAC, and drafting a template that will assist operational departments to provide an accurate narrative about their pest management programs.

Based on feedback received, the IPM Coordinator has drafted an initial flow chart that delineates responsibility

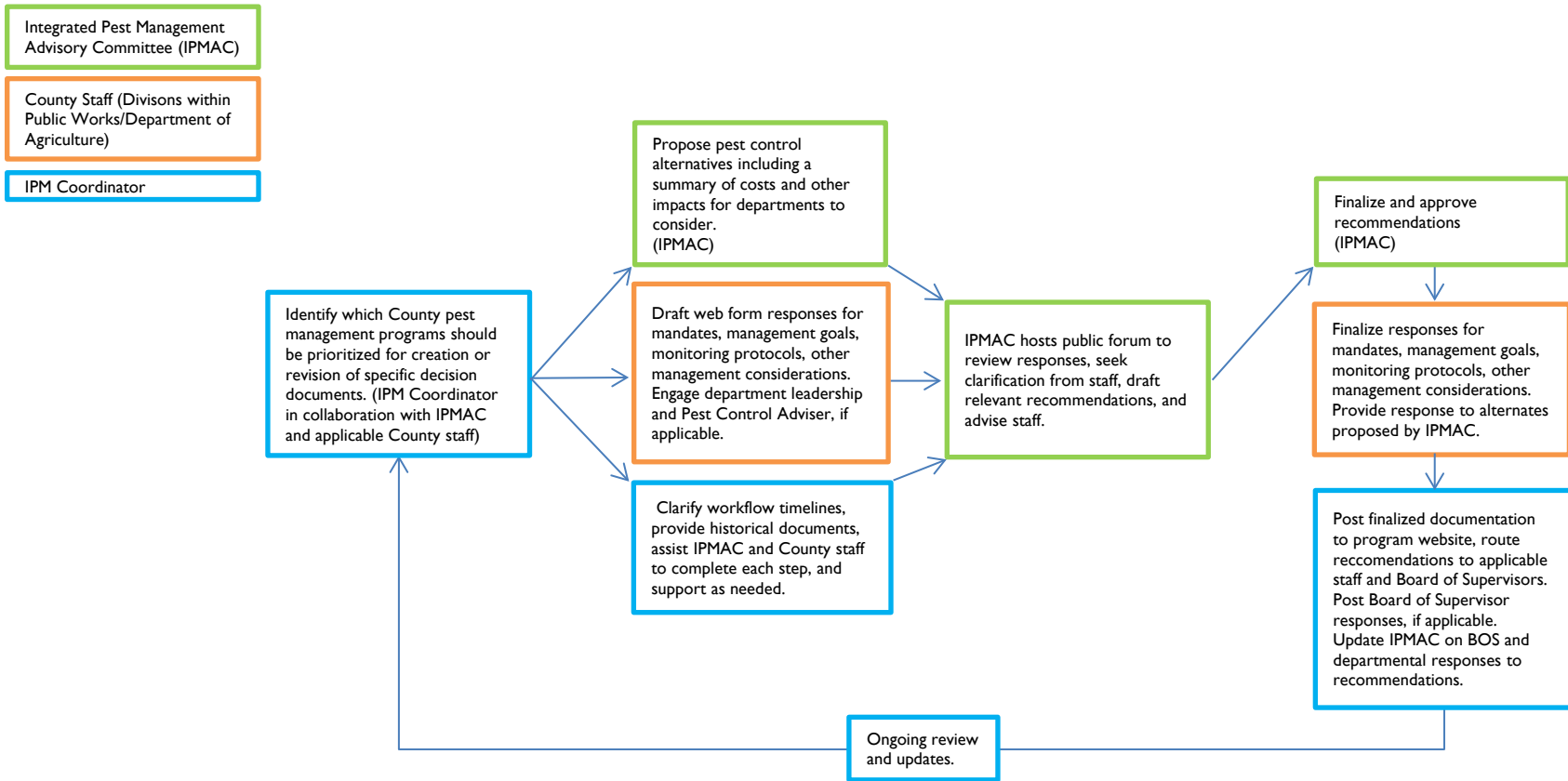
and a template form for operational staff to complete. Both draft documents are attached.

Recommendation(s)/Next Step(s):

Staff recommends subcommittee members provide feedback on the draft documents and advise on other elements to be developed for the next Subcommittee meeting.

General Decision Documentation Process

6/18/26 DRAFT



Considerations:

- Issues relevant to current public interest
- New operational barriers or challenges
- Concerns about service levels
- Previous documentation or available template

IPM Decision Documentation Form for County Staff (DRAFT)

* Required

After consultation with applicable operational and outreach staff, department leadership, and contracted resources, please complete each section to accurately reflect how pest management decisions are made regarding the specific program or function entered below. Please update each entry when operational or process changes occur. This information should be presented as a public facing narrative that depicts how decisions are made.

1. Department and Division Name *

Enter your answer

2. Name and/or description of specific pest management program or function *

Enter your answer

3. List and describe mandates and standards that apply to this function *

Enter your answer

4. List management goals and objectives for this function *

Enter your answer

5. Describe how sites are monitored for pest activity and include the frequency of monitoring visits. *

Enter your answer

6. List and describe which factors are considered when prioritizing treatments for each location *

Enter your answer