



# CONTRA COSTA COUNTY

## AGENDA

### Internal Operations Committee

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

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**Monday, September 22, 2025**      **10:30 AM**      **1516 Kamole Street, Honolulu, Hawaii**  
**3361 Walnut Blvd, Suite 140, Brentwood**  
**<https://cccouny-us.zoom.us/j/810798429>**  
**19**  
**Call in: (888) 278-0254, Conference**  
**code: 845965**

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**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. Introductions
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 July 28, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office) [25-3923](#)  
**Attachments:** [DRAFT IOC ROA 7-28-25](#)
4. RECEIVE presentation and CONSIDER proposed updates to the County's Social Media Policy. (Kristi Jourdan, Director, Office of Communication and Media) [25-3924](#)  
**Attachments:** [IO Social Media Policy Presentation 092225](#)  
[Social Media Policy - redline update 9.22.25](#)  
[Social Media Policy - Final Draft 9.22.25](#)

5. CONSIDER follow-up report and recommendations for updating the County's policy on purchasing and distributing gift cards as program incentives, especially by contracted community organizations. (Julie Enea, County Administrator's Office) [25-3925](#)

**Attachments:** [Attachment 1: Admin Bulletin 615 Incentives for County Programs 12-12-09](#)  
[Attachment 2: DRAFT Updated Gift Card Policy Mark-up from 2009 Original version](#)  
[Attachment 3: DRAFT Updated Gift Card Policy Clean No Mark-up](#)  
[Attachment 4: Draft Gift Card Special Conditions Mark up Compared to July IOC](#)  
[Attachment 5: DRAFT Gift Card Special Conditions for Contractors Clean No Mark-up](#)

6. The next meeting is currently scheduled for October 27, 2025.

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](http://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: [Julie.Enea@cao.cccounty.us](mailto:Julie.Enea@cao.cccounty.us)