



CONTRA COSTA COUNTY

AGENDA

Equity Committee

Supervisor Ken Carlson, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

Monday, November 17, 2025

10:30 AM 1026 Escobar Street, #238/239, Martinez, CA |

Zoom:

<https://cccounty-us.zoom.us/j/826591075>

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Call in: 1-888-278-0254 Access code: 544753

The public may attend this meeting in person at the 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.

Roll Call and Introductions

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

1. REVIEW and APPROVE the Record of Action from the October 20, 2025 meeting of the Equity Committee, with any necessary corrections. [25-4751](#)

Attachments: [Equity Committee Record of Action \(Draft\) 10/20/25](#)

2. RECEIVE updates and PROVIDE direction on the implementation for the African American Holistic Wellness and Resource Hub [25-4752](#)

Attachments: [AAHWRH Updates_11.17.25](#)

3. ACCEPT the Small Business Enterprise Program Report, reflecting departmental program data for the period: January 1 through June 30, 2025 [25-4761](#)

Attachments: [Attachment A - 11/25 to 6/30/25](#)
[Attachment B - 11/25 to 6/30/25](#)
[Equity Committee SBE Report Narrative 11/2025](#)
[PowerPoint - January through June 2025](#)

4. DISCUSS the draft immigration policy / ordinance and PROVIDE direction to staff. [25-4753](#)

Attachments: [DRAFT County Immigration Policy](#)

5. RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice. [25-4754](#)

Attachments: [ORESJ updates_11.17.25](#)

The next meeting is currently scheduled for December 15, 2025 at 10:30am.

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 1026 Escobar St., 2nd 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: Kendra Carr, kendra.carr@oresj.cccounty.us

Kendra Carr, kendra.carr@oresj.cccounty.us

Peter Kim, peter.kim@oresj.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4751

Agenda Date: 11/17/2025

Agenda #: 1.

REVIEW and APPROVE the Record of Action from the October 20, 2025 meeting of the Equity Committee, with any necessary corrections.

Meeting Date: November 17, 2025

Subject: Record of Action

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Record of Action

Presenter: Peter Kim

Contact: peter.kim@oresj.cccounty.us <<mailto:peter.kim@oresj.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 meetings.

Referral Update: Attached for the Committee's consideration is the draft Record of Action for its October 20, 2025 meeting.

Recommendation(s)/Next Step(s): REVIEW and APPROVE the Record of Action.

Fiscal Impact (if any): N/A

October 20, 2025: Equity Committee Meeting Record of Action

Equity Committee Chair, District IV Supervisor Ken Carlson
Equity Committee Vice Chair, District V Supervisor Shanelle Scales-Preston

Meeting called to order at 10:36 AM

Supervisor Carlson called the meeting to order and began with Public Comment.

Public Comment

Gigi Crowder – Concerned that this meeting should not be conducted as webinar and wants to return to Zoom format. Also expressed concern about TCAB selections and believes that this project is “for us, by us”. She believes that one of the TCAB selectees is not from the African American community. Stated importance that Supervisors listen to the 40 voices who established the AAHWC. Stated that TCAB members should have lived experience. Expressed concern that other African Americans from the same district as the applicant were not selected.

Phil Arnold – Expressed righteous indignation that I do not know who is in the room with me. It is a horrible misdirection to not know who is in the room. The webinar format makes this impossible. It is insightful to know who is in the room and speaking. Gave an example of Port Chicago exoneration process which did not feel transparent. I encourage the county to revisit this webinar process.

Elder Desiree Rushing – I will not repeat what has been said. I don’t understand why a person without an African American background would be seated to this board. Two African Americans who have been a part of this process for the past two years were denied.

Pastor Neill Brengettsey – People make assumptions based on my last name and appearance. I have concerns about how people joined the board without having the African American experience. Race is not a genetic structure, race is a social structure. In my experience is as a black man in the United States, I get pulled over and treated as if I am uneducated and treated all kinds of ways. Treatment is based just on the color of our skin. To have anyone on the TCAB who does not have that experience is not good. Please reconsider.

Pastor Shantell – I am in agreement that no one should be on the TCAB unless they are from the lived experience of being black in America. For us and by us. Operating out of empathy is not the same as operating from lived experience. We appreciate the allyship and empathy but we need a Black representative. I suggest that the non African American be replaced with someone who is African American.

Devin – In agreement with the previous speakers. I was not made aware of this until recently. Having empathy is not the same as lived experience as Black people who have a unique experience that cannot be replicated. I request that the Supervisors reconsider this choice.

Yvette Williams – Timothy Lee was hung in Concord in 1989 and I lived through that experience. My late husband was misdiagnosed with heartburn and died months later of

October 20, 2025: Equity Committee Meeting Record of Action

esophageal cancer at 39 years old. I have worked hard for decades to support the county and black communities. I appreciate the opportunity to apply for TCAB and am open to a renewed conversation if you reconsider the importance of a “for us by us” approach. Back on Track community services. Thank you for letting me interview for the TCAB.

Dr. Kimberly Payton – I agree with the previous speakers. It is extremely important that the African American voice is used to advocate for African American lives. The African American male voice needs to be heard and understood. We need their voice; it is not enough to have a minority voice with empathy. Nobody can feel or address the pain that Black males experience other than Black males, and I encourage you to reconsider the decision. African American male pain starts at birth; don’t put in a substitute from their experience.

Akili – As wife of black man and mother of black man I advocate for us, by us. I don’t know why we have to continually advocate to only have African Americans on AA only aa on the board. Not someone who has never had the experience.

Kajuon – If the process is meant to benefit Black communities, and address systemic inequality in our institutions, then this needs to be led by Black community members. Young black males continually to face discrimination.

Wanda Johnson – I am the mother of Oscar Grant. I’m here to speak for the 40 voices who helped start the AAHWR. I believe that this effort must be run by African Americans. I think there are four important areas to be covered: education, hospitalization, housing and incarceration. For me incarceration is the number one issue. It is important to have African Americans who understand the process of other African Americans. This is not anything new, historically we have underrepresentation of Black males in all fields and industries, and it is important that we have Black males to speak to their experiences and systemic exclusion from all spaces.

Velma Wilson – I want to echo the previous statements and also elevate the history of NAACP and the involvement of non-Black people in its history and success. When we think of foundation of NAACP it was a collection of black and white who championed the cause. District 3 selectee has a passion and doing something to help community; it is not the same as lived experience. I have lived experience but was overlooked due to my ties to NAACP. I’m still going to do the work.

AGENDA ITEMS

- 1. RECEIVE and APPROVE the Record of Action from the Oct 6, 2025 special meeting of the Equity Committee, with any necessary corrections.**

October 20, 2025: Equity Committee Meeting Record of Action

Public Comment

Pastor Neill noted his name was misspelled with one “l” and asked for correction.

Motion to approve minutes as amended: Scales-Preston

Second: Carlson

Motion passes.

2. RECEIVE updates and PROVIDE direction on the implementation plan for the African American Holistic Wellness and Resource Hub.

Staff provided updates.

Kendra Carr provided an update on the thirteen (13) Transitional Community Advisory Board (TCAB) members were selected at prior Equity meeting and are on tomorrow’s Board of Supervisors (BOS) meeting agenda for approval.

Peter Kim provided an update on the AAHWR contractors’ work which includes thirteen (13) organizations with fourteen (14) projects are making progress; reports were recently received. Services are being provided across the community; contracts will end April 2026. East Bay Community Foundation (EBCF) will have a mid-year convening. ORESJ will co-host a technical assistance training for the contractors in Jan/Feb.

Another update for TCAB is that the body will review and provide feedback on the implementation of the Hub lead entity and community advisory board.

Kendra Carr noted that ORESJ was contacted by County Counsel that the TCAB Bylaws must be approved prior to first TCAB meeting, which is currently scheduled for 10/27/25.

Supervisor Carlson stated that a similar issue arose with the Behavioral Health Board but they were still able to meet prior to the bylaws adoption. His understanding is that it is okay to meet and have an orientation, the body cannot hold any votes but should be able to meet. He stated that he will follow up with County Counsel about this advisory.

First TCAB meeting will be orientation. Past Steering Committee members will come and share experience. [reference slide]

Second TCAB meeting will review Request for Qualifications (RFQ) [lead entity] and Request for Proposals (RFP) [services]. Review Robert Woods Johnson Foundation Grant. They will discuss the naming of the Hub and will review panel composition and process.

The goal of the December TCAB meeting will be to review final draft of the RFP. [reference slide]

October 20, 2025: Equity Committee Meeting Record of Action

Site Study of Black Child Legacy Campaign and Rose Family Creative Empowerment Center. They have been doing it for ten (10) years. Amazing site. Led by community, black led organization with deep roots. Partnering with county and other local systems. Co-located county staff. Navigators. 30% reduction in child mortality rates. 4 potential TCAB members attended site visit.

Sierra Health Foundation receives the grant from Sacramento County, which is the primary funding source. Seven (7) neighborhood centers selected due to census identification of the highest child mortality rates.

Supervisor Carlson asked if they had connection to Veterans services.

Supervisor Scales-Preston asked if they have templates or other good takeaways to share.

Staff concluded with ways that the public can contribute to Contra Costa County efforts as noted below.

Ways to contribute (see slide)

1. Office hours
2. Share thoughts at TCAB meeting, 2nd Monday of each month
3. Equity Committee, 3rd Monday
4. Stay connected

Public comment

Gigi Crowder – Alameda County has also moved ahead with their African American Holistic Wellness Hub and their investment is much larger; I invite ORESJ to the 40 Voices AAHWRH to see recent updates and progress to the space. We have had recent trainings and workshops there in partnership with County.

Elder Desiree Rushing – Also at this hub in Antioch I do the Leave No One Behind project and bring seventy (70) meals to the unsheltered every Friday in East County cities of Brentwood and Antioch. Every second Sunday we feed unsheltered at the 40 Voices Hub. We have done this with our own funds. We will soon have an expert coming to speak about dementia.

Neill Brengettsey – 40 Voices will host free comic book day. Invite community members to get free books that day. Amateur Athletic Union (AAU) event to speak to student athletes to focus on education. The average pro career is only three (3) years. An investor will speak with them about more than one way to become a millionaire.

Pastor EE Harris – Applaud the opportunity to learn from best practices wherever they take place. We need to start off on the right footing by looking at all lessons in all places, and encourage us to look at the work as a both/and, not an either/or to create the best possible

October 20, 2025: Equity Committee Meeting Record of Action

product. We should focus more on outcomes and less on location and approach from a humanity perspective.

Bradford – Thanked prior speaker for bringing up the subject of veterans. Expressed hope that we can replicate what NAMI does with veterans. address lack of trust. Post-Traumatic Stress Disorder (PTSD) is not just one-size fits all. We need to provide a safe place for them to come to. Looking to the County to step up in supporting the Port Chicago 50.

Wanda Johnson – Expressed gratitude for the 40 Voices AAHWRH, a one-stop shop where so many needs can be addressed. Looking forward to the workshop on dementia and Alzheimer's. Important that we do not take too long to allocate funds for this work. This is a model not just for CCC but for CA and other states. This resource is not just for African Americans but for all people in need. grateful for the AA Holistic Hub. It is definitely a one-stop shop. It is very much needed in our community. AA people are facing dementia at a higher rate than other groups. We should not take as long as it is taking to fund the effort. It will be a model for CA and other states that will be a stop for everyone – it will help all who come through the door.

3. INTERVIEW candidates for the Racial Justice Advisory Body (RJOB) Alternate Community-Based Member seat, RECOMMEND appointment, and provide direction on next steps.

Peter Kim provided background information that there are two (2) vacancies on RJOB. One (1) is for the police representation, which will be filled with a direct nomination from the Contra Costa County Police Chiefs' Association. The other one (1) vacancy is in the Community-Based Representative Alternate which is selected and appointed by the Board of Supervisors (BOS). Three (3) candidates are here to interview for the seat today.

RJOB meets quarterly and has three (3) subcommittees that meet monthly or bi-monthly.

Each candidate will have two (2) minutes to answer these questions as they pertain to this potential appointment:

- (1) What is your professional background?
- (2) What is your lived experience?
- (3) Why are you interested?

Candidates

1. Eldar Akayev recused himself due to no longer being eligible according to the bylaws.
2. Dr. Talia Moore was interviewed. Professional background include working for County of San Mateo Probation for ten (10) years and currently teaches at California State University East Bay (CSUEB) and St. Mary's College. She holds a doctorate in

October 20, 2025: Equity Committee Meeting Record of Action

Psychology. She is a longtime resident of Contra Costa County, currently residing in District 1.

3. Porshe Taylor was interviewed. She is a lifelong resident of District 5. She worked in Contra Costa County as an Eligibility Worker for ten (10) years. She has attended Los Medanos College, studying criminology and is currently in law school. She founded a non-profit organization to support formerly incarcerated people.

Three (3) other candidates submitted applications but did not respond to confirm continued interest.

Supervisor Scales-Preston asked what the current district breakdown is for RJOB. Kim responded that it is evenly split between Districts 1 and 5, with a few other members from Districts 3 and 4.

Supervisor Scales-Preston noted Dr. Moore's experience at the college level, especially California State University, East Bay.

Motion to move Dr. Moore forward for Committee Representative alternative seat: Scales-Preston

Second: Carlson

AYES: Carlson, Scales-Preston

NOES: None

ABSTAIN: None

Motion passes.

Public comment

Gigi Crowder – As a member of RJOB, I serve representing behavioral health (which includes both mental health and SUD); I really want the position to be separated to have a seat per area to focus specifically on mental health; I believe we have a lack of youth representatives; also want a renewed focus on the racial disparities among people who are most vulnerable. Expressed support for both candidates.

Move forward Dr. Moore for appointment.

4. RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice.

ORESJ Current Projects

See attached slide deck.

- Racial Justice Oversight Body (RJOB)

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- Next RJOB meeting will be 11/6/25 at 10 AM
- Data subcommittee is looking at what data is readily available to be shared around criminal justice and prosecution.
- Community Engagement subcommittee is planning a series of workshops as follows – Grace Bible Fellowship (Antioch), RYSE (Richmond), Virtual.
- Urban Habitat
 - This is a cross-county community of practice for strategy development about how to partner to advance equity. ORESJ will gather a Community of Practice for Contra Costa County.
- Budget Equity Cohort
 - ORESJ will bring a cohort of county departments together as a pilot project to bring budget equity concepts and implementation strategies to department budget processes. The project will run from December 2025 to June 2026.
- Civic Engagement Workshops
 - ORESJ will lead effort to hold three (3) workshops to help community members in a cohort of 25-30 people. The goal is for them to learn how government works and how to become an engaged resident, a “County 101” type of training.
- SAFE Center
- Contra Costa Together
- Master Plan on Aging
- Equal Employment Opportunity (EEO) Workgroup
- ORESJ Challenge: Language Access and Justice – ORESJ needs staff to bring capacity and expertise to move the work forward.

Scales-Preston offered comments about tomorrow’s BOS meeting which will include a proclamation from her office to recognize Hispanic Heritage Month. She invited to public to attend.

Public comment

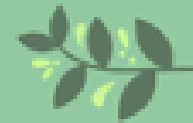
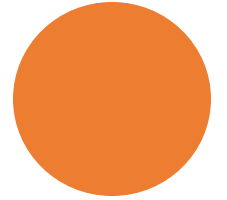
Mariana Moore – Lifted up the work of ORESJ Master Plan on Aging, CC Together. I work with the ORESJ Co-Directors on these two programs. The directors show up, live according to their values, do what they commit to do and are a pleasure to work with. Deeply engaged and a pleasure to work with. Holding it with grace. I advocate that the BOS support the office by resourcing and increasing the investment in the budget; they need to beef up their staff.

Meeting adjourns at 12:17 PM. Adjourn to next Equity Committee meeting, November 17, 2025, 10:30 AM, 1026 Escobar Street, Conference Room 238, Martinez, CA 94553 and 190 E 4th Street, Pittsburg, CA 94565.

Office of Racial Equity and Social Justice

Equity Committee

October 20, 2025



Office of Racial
Equity & Social
Justice

CONTRA COSTA COUNTY

Equity Committee

2. RECEIVE updates and PROVIDE direction on implementation of the African American Holistic Wellness and Resource Hub.

What's Happening Now:

13 Black-led organizations running 14 projects

Equity for Black Women and Girls



Grace Bible Fellowship of Antioch



Transitional Community Advisory Body (T-CAB)

- Review and provide feedback on eligibility and selection criteria for Implementation Lead entity
- Review and provide feedback on eligibility and selection criteria for Executive Director
- Review and provide feedback on eligibility and selection criteria for Board of Directors
- Review and provide feedback on eligibility and selection criteria for Community Council
- Support outreach and recruitment efforts for interested and qualified candidates for all positions/roles described above

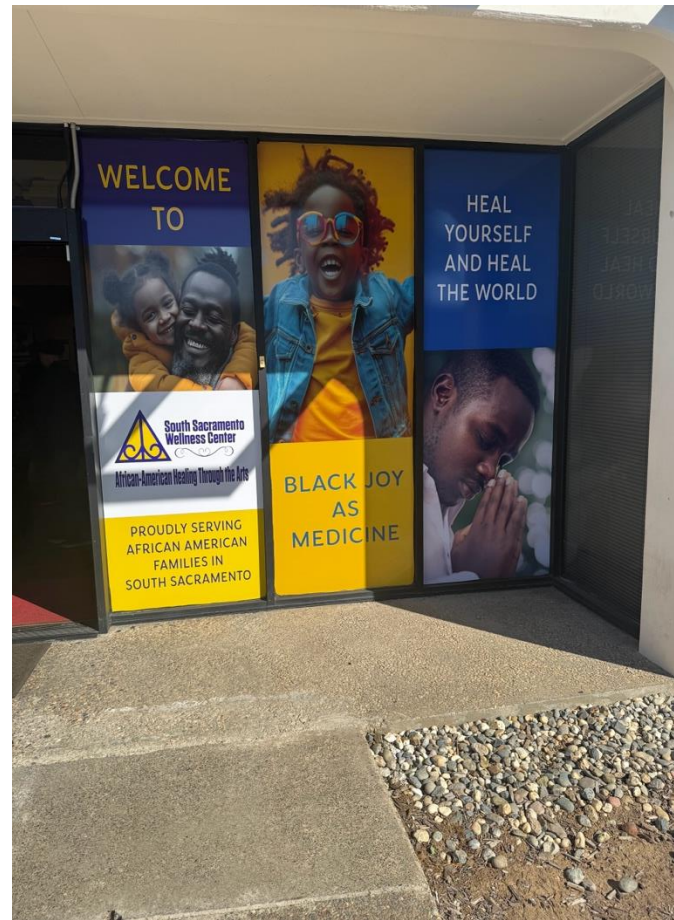
What's Happening Next

October 21, 2025	Board of Supervisors Vote on T-CAB membership approval
October 27, 2025	T-CAB Orientation (First Meeting) • Advisory Body Roles, Responsibilities, Brown Act • Review Implementation Plan • Reflections from previous Steering Committee members • Black Child Legacy Campaign Site Visit Reflections
November 10, 2025	T-CAB Meeting • Review the RFQ (lead entity) & RFP (program services) • Priority service locations • Review Panel composition and process • Naming of the Hub: Federal Glover Wellness Network • Robert Wood Johnson Foundation Grant Proposal
Dec 2025 – Jan 2026	Final draft of RFP/Q and request Equity and Board approval of release Outreach to service providers and entities County services / county department agreements

Site Study

Black Child Legacy Campaign

Rose Family Creative Empowerment Center



Black Child Legacy Campaign

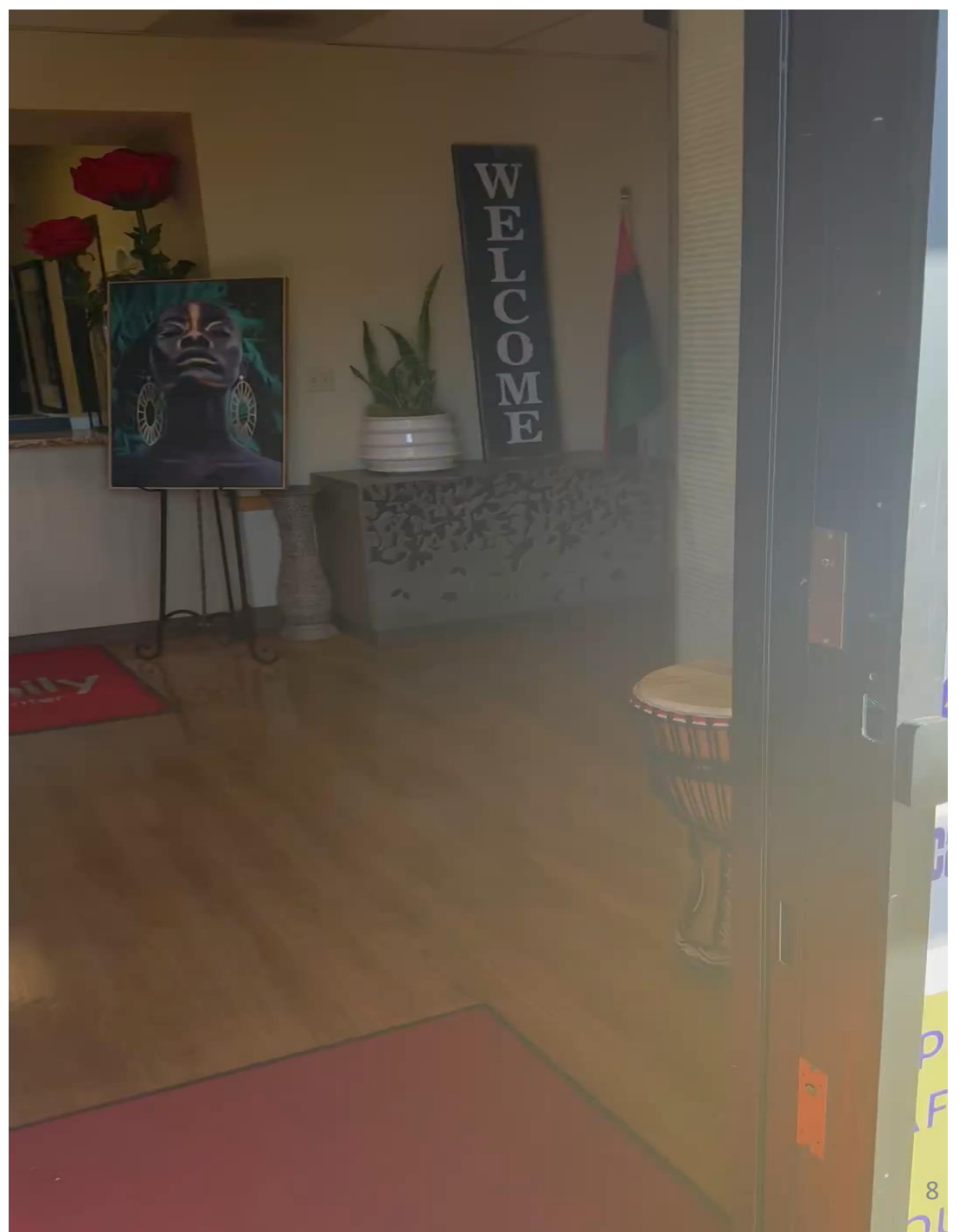


Site Study

Black Child Legacy Campaign

Rose Family Creative Empowerment Center

Lobby



Site Study

Black Child Legacy Campaign

Rose Family Creative Empowerment Center

Healing – Therapy Space



Site Study

Black Child Legacy Campaign

Rose Family Creative Empowerment Center

Freedom School

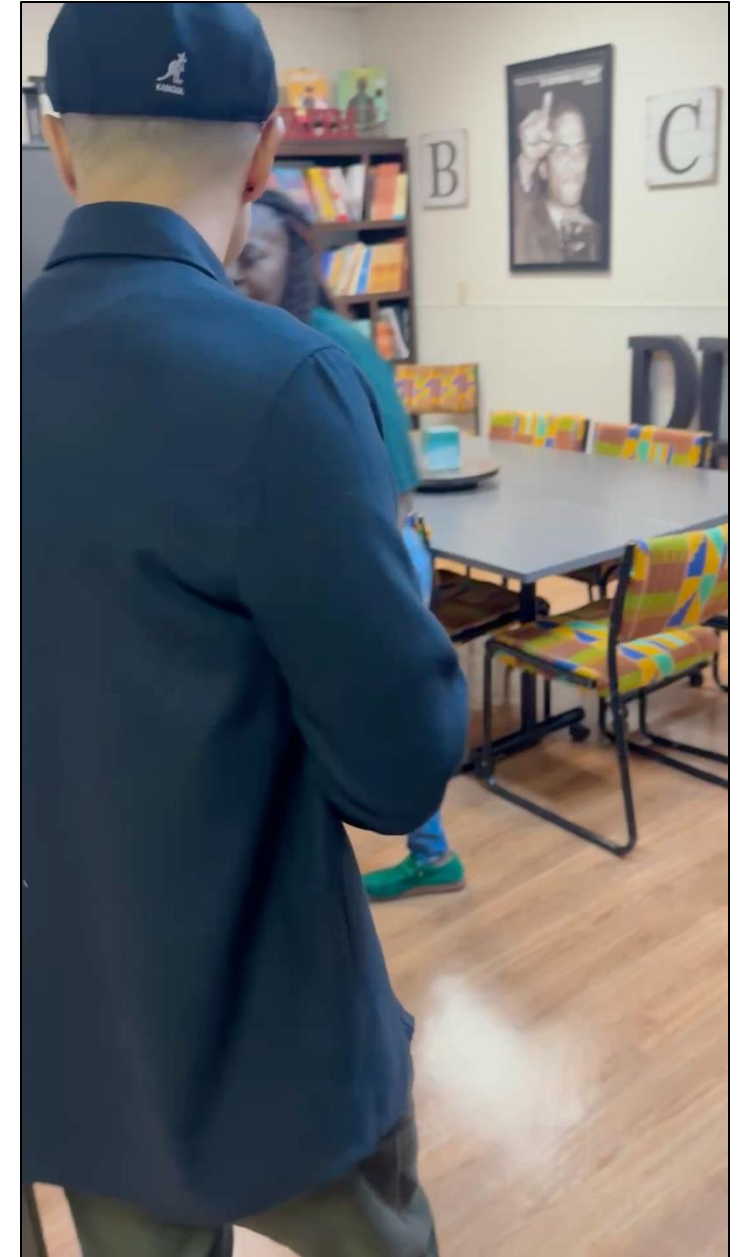


Site Study

Black Child Legacy Campaign

Rose Family Creative Empowerment Center

Africa Room – Community Meeting Space



Ways to Contribute

- Send us an email at admin@oresj.cccounty.us to meet with an ORESJ staff member for office hours
- Share your thoughts at Transitional Community Advisory Body meetings (2nd Monday of each month)
- Share your thoughts at Equity Committee (3rd Monday of each month)
- Stay connected to receive updates about partnership opportunities



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4752

Agenda Date: 11/17/2025

Agenda #: 2.

RECEIVE updates and PROVIDE direction on the implementation for the African American Holistic Wellness and Resource Hub.

Meeting Date: November 17, 2025

Subject: African American Holistic Wellness and Resource Hub Feasibility Study

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: African American Holistic Wellness and Resource Hub Implementation

Presenter: Kendra Carr

Contact: kendra.carr@oresj.cccounty.us <<mailto:kendra.carr@oresj.cccounty.us>>

Referral History:

On August 12, 2025, the Board of Supervisors approved the final implementation plan for the African American Holistic Wellness and Resource Hub.

Referral Update:

ORESJ will share updates related to the Transitional Community Advisory Board and next steps related to solicitations to secure an Implementation Lead Entity and rapid response service providers, that align with the Board of Supervisors' approved AAHWRH implementation plan and timeline.

Recommendation(s)/Next Step(s): RECEIVE updates and PROVIDE direction on the African American Holistic Wellness and Resource Hub

Fiscal Impact (if any): N/A

Equity Committee

2. RECEIVE updates and PROVIDE direction on implementation of the African American Holistic Wellness and Resource Hub.

What's Happening Now:

13 Black-led organizations running 14 projects

Equity for Black Women and Girls



Grace Bible Fellowship of Antioch



Transitional Community Advisory Body (T-CAB)

11/10/25 Meeting Recap

- Ratified Bylaws [approved by BOS on 11/4/25]
- Discussed officer nominations for Chair and Vice Chair
- Reviewed the solicitations and scope of work of the Implementation Lead Entity and the Rapid Response Service Providers
- Solidified recommendation to honor Federal Glover and name the network:

The Federal Glover Community Wellness Network

What's Happening Next

December 8, 2025	T-CAB reviews the solicitations for Implementation Lead Entity and Rapid Response Service Providers Submits final drafts to Equity Committee
December 15, 2025	Equity Committee receives final draft solicitations and recommends final approval from BOS (1/13/26 Meeting)
January 12, 2026	T-CAB Meeting • Outreach to solicit proposals to solicitations • Priority service locations • Outreach to service providers and entities • County services / county department agreements
January 14, 2026	Announce and release solicitations for Implementation Lead Entity and Rapid Response Service Providers



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4761

Agenda Date: 11/17/2025

Agenda #: 3.

EQUITY COMMITTEE

Meeting Date: November 17, 2025

Subject: Small Business Enterprise Program Report

Submitted For: Equity Committee

Department: Public Works

Referral No:

Referral Name: Small Business Enterprise Program Report

Presenter: Cindy Shehorn

Contact: Cindy.Shehorn@pw.cccounty.us

Referral History:

Contra Costa County values the contributions of small businesses and developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$200,000 or less; (2) purchasing transactions of \$200,000 or less; and (3) professional/personal service contracts of \$200,000 or less. In November 2023, the Board of Supervisors approved increasing the threshold for the three categories to \$200,000 and that information is reflected in the attached report.

The following businesses are included under the SBE Program:

- Disabled Veteran Business Enterprise
- Disadvantaged Business Enterprise
- Local Business Enterprise
- Women Business Enterprise
- Minority Business Enterprise
- Small Business Enterprise

Referral Update:

Public Works will provide updates related to the most recent Small Business Enterprise Program Report.

Recommendation(s)/Next Step(s): ACCEPT the Small Business Enterprise Program Report, reflecting departmental program data for the period: January 1 through June 30, 2025

Fiscal Impact: N/A

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2025

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value	
Agriculture							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	9	3	33.3%	\$323,774	\$8,119	2.5%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Animal Services							
Professional/Personal services contracts	2	1	50.0%	\$112,800	\$95,000	84.2%	
Purchasing Transactions	13	5	38.5%	\$136,549	\$86,852	63.6%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Assessor							
Professional/Personal services contracts	2	2	100.0%	\$16,000	\$16,000	100.0%	
Purchasing Transactions	2	0	0.0%	\$29,767	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Auditor-Controller							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	1	0	0.0%	\$21,040	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Child Support Services (DCSS)							
Professional/Personal services contracts	1	0	0.0%	\$37,560	\$0	0.0%	
Purchasing Transactions	7	5	71.4%	\$60,259	\$22,245	36.9%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Clerk of the Board							
Professional/Personal services contracts	3	2	66.7%	\$285,850	\$220,000	77.0%	
Purchasing Transactions	2	1	50.0%	\$14,000	\$8,000	57.1%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Clerk Recorder-Elections							
Professional/Personal services contracts	11	5	45.5%	\$616,560	\$385,000	62.4%	
Purchasing Transactions	13	5	38.5%	\$225,932	\$103,432	45.8%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2025

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>	
Communications and Media							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	1	1	100.0%	\$16,200	\$16,200	100.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Conservation and Development							
Professional/Personal services contracts	7	5	71.4%	\$586,256	\$326,526	55.7%	
Purchasing Transactions	7	3	42.9%	\$266,199	\$105,547	39.6%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
County Administration							
Professional/Personal services contracts	4	3	75.0%	\$472,325	\$352,325	74.6%	
Purchasing Transactions	5	3	60.0%	\$199,213	\$82,284	41.3%	
Construction contracts	1	1	100.0%	\$193,142	\$193,142	100.0%	
County Counsel							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	3	1	33.3%	\$130,777	\$256	0.2%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Dept. of Information Technology (DoIT)							
Professional/Personal services contracts	4	0	0.0%	\$411,500	\$0	0.0%	
Purchasing Transactions	60	4	6.7%	\$2,756,464	\$117,830	4.3%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
District Attorney							
Professional/Personal services contracts	5	4	80.0%	\$335,500	\$330,000	98.4%	
Purchasing Transactions	25	11	44.0%	\$449,834	\$67,376	15.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Employment and Human Services							
Professional/Personal services contracts	55	40	72.7%	\$4,892,334	\$3,532,902	72.2%	
Purchasing Transactions	62	41	66.1%	\$979,929	\$361,944	36.9%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2025

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value	
Fire Protection District							
Professional/Personal services contracts	8	6	75.0%	\$642,450	\$447,450	69.6%	
Purchasing Transactions	50	27	54.0%	\$2,112,414	\$1,069,482	50.6%	
Construction contracts	2	2	100.0%	\$100,410	\$100,410	100.0%	
Health Services/Public Health							
Professional/Personal services contracts	123	69	56.1%	\$12,118,332	\$6,396,349	52.8%	
Purchasing Transactions	126	66	52.4%	\$3,244,425	\$1,751,290	54.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Human Resources							
Professional/Personal services contracts	4	1	25.0%	\$445,000	\$25,000	5.6%	
Purchasing Transactions	9	6	66.7%	\$59,285	\$46,340	78.2%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Labor Relations							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	New 2025
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Law & Justice Information Systems							New 2025
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	2	0	0.0%	\$24,425	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Library							
Professional/Personal services contracts	19	9	47.4%	\$673,133	\$164,250	24.4%	
Purchasing Transactions	48	19	39.6%	\$1,026,682	\$211,017	20.6%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Probation							
Professional/Personal services contracts	23	11	47.8%	\$957,801	\$600,079	62.7%	
Purchasing Transactions	65	42	64.6%	\$1,799,427	\$1,138,658	63.3%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January - June 2025

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value	
Public Defender							
Professional/Personal services contracts	5	4	80.0%	\$335,500	\$330,000	98.4%	
Purchasing Transactions	11	5	45.5%	\$399,289	\$105,312	26.4%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Public Works							
Professional/Personal services contracts	27	16	59.3%	\$2,504,600	\$1,404,000	56.1%	
Purchasing Transactions	217	116	53.5%	\$9,062,465	\$5,273,094	58.2%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Racial Equity							
Professional/Personal services contracts	1	0	0.0%	\$120,000	\$0	0.0%	
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Risk Management							
Professional/Personal services contracts	4	1	25.0%	\$94,750	\$10,000	10.6%	
Purchasing Transactions	7	4	57.1%	\$62,685	\$25,043	40.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Office of the Sheriff							
Professional/Personal services contracts	29	6	20.7%	\$5,654,487	\$434,765	7.7%	
Purchasing Transactions	125	49	39.2%	\$2,830,156	\$914,426	32.3%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Treasurer - Tax Collector							
Professional/Personal services contracts	3	2	66.7%	\$246,250	\$206,250	83.8%	
Purchasing Transactions	6	2	33.3%	\$12,891	\$4,692	36.4%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Veterans Services Office							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2025

Reporting Period:

		Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>	
<i>Total Activity Reported</i>								
Professional/Personal services contracts		336	191	56.8%	\$31,558,988	\$15,275,896	48.4%	
Purchasing Transactions		876	419	47.8%	\$26,184,796	\$11,308,422	43.2%	
Construction contracts		3	3	100.0%	\$293,552	\$293,552	100.0%	

ATTACHMENT B
Minority Breakdown by Business Designation

MINORITY BREAKDOWN BY DESIGNATION									
TRANSACTIONS WITH 1 DESIGNATION	LBE	SBE	MBE	WBE	DVBE				TOTAL
# OF PURCHASE ORDER/CONTRACTS WITH 1 DESIGNATION	177	124	10	19	4				334
SPEND ON PURCHASE ORDER/CONTRACTS W/1 DESIGNATION	\$5,826,599	\$6,948,122	\$467,382	\$858,300	\$109,255				\$14,209,658
% OF PURCHASE ORDER/CONTRACTS WITH 1 DESIGNATION	41.0%	48.9%	3.3%	6.0%	0.8%				100%
TRANSACTIONS WITH 2 DESIGNATIONS	LBE/SBE	LBE/MBE	LBE/WBE	SBE/MBE	SBE/WBE	SBE/DVBE	MBE/WBE		TOTAL
# OF PURCHASE ORDER/CONTRACTS WITH 2 DESIGNATIONS	76	3	5	24	35	3	5		151
% OF PURCHASE ORDER/CONTRACTS WITH 2 DESIGNATIONS	\$3,137,099	\$359,009	\$305,758	\$665,568	\$2,037,150	\$171,194	\$438,031		\$7,113,809
SPEND ON PURCHASE ORDER/CONTRACTS W/2 DESIGNATIONS	44%	5%	4.3%	9.3%	28.6%	2.4%	6.1%		100%
TRANSACTIONS WITH 3 DESIGNATIONS	LBE/SBE/MBE	LBE/SBE/WBE	LBE/MBE/WBE	SBE/MBE/WBE	SBE/MBE/DVBE				TOTAL
# OF PURCHASE ORDER/CONTRACTS WITH 3 DESIGNATIONS	16	35	1	14	2				68
SPEND ON PURCHASE ORDER/CONTRACTS W/3 DESIGNATIONS	\$703,782	\$1,902,967	\$190,000	\$1,125,129	\$29,816				\$3,951,694
% OF PURCHASE ORDER/CONTRACTS WITH 3 DESIGNATIONS	17.8%	48.3%	4.7%	28.5%	0.7%				100%
TRANSACTIONS WITH 4 DESIGNATIONS	LBE/SBE/MBE/WBE	SBE/LBE/MBE/DBE	SBE/MBE/WBE/DVBE	SBE/MBE/WBE/DBE					TOTAL
# OF PURCHASE ORDER/CONTRACTS WITH 4 DESIGNATIONS	55	1	2	1					59
SPEND ON PURCHASE ORDER/CONTRACTS W/4 DESIGNATIONS	\$1,451,900	\$100,000	\$13,991	\$9,500					\$1,575,391
% OF PURCHASE ORDER/CONTRACTS WITH 4 DESIGNATIONS	92.3%	6.2%	0.88%	0.6%					100%
TRANSACTIONS WITH 5 DESIGNATIONS	SBE/LBE/MBE/WBE/DBE								TOTAL
# OF PURCHASE ORDER/CONTRACTS WITH 5 DESIGNATIONS	1								1
SPEND ON PURCHASE ORDER/CONTRACTS With 5 DESIGNATIONS	\$27,318								\$27,318
% OF PURCHASE ORDER/CONTRACTS WITH 5 DESIGNATIONS	100%								100%
								TRANSACTIONS	613
								DOLLARS	\$26,877,870



Contra Costa County Public Works Department

Warren Lai, Director
Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Sarah Price
Carrie Ricci
Joe Yee

November 5, 2025

TO: **Equity Committee**
Supervisor Ken Carlson, District IV, Chair
Supervisor Shanelle Scales-Preston, District V, Vice Chair

FROM: Cynthia Shehorn, Procurement Services Manager

SUBJECT: **Small Business Enterprise Program Report**
January through June 2025

RECOMMENDATION:

ACCEPT the Small Business Enterprise Program Report, reflecting departmental program data for the period: January 1 through June 30, 2025

BACKGROUND:

Contra Costa County values the contributions of small businesses and developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$200,000 or less; (2) purchasing transactions of \$200,000 or less; and (3) professional/personal service contracts of \$200,000 or less. In November 2023, the Board of Supervisors approved increasing the threshold for the three categories to \$200,000 and that information is reflected in this report.

The following businesses are included under the SBE Program:

- Disabled Veteran Business Enterprise
- Disadvantaged Business Enterprise
- Local Business Enterprise
- Women Business Enterprise
- Minority Business Enterprise
- Small Business Enterprise

Reporting Requirements

It is the responsibility of each County department to track and compile data of their purchasing activities to provide a countywide report to the Board of Supervisors.

The Equity Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board regarding program policies and reporting. The Committee receives reports in six-month increments, with the last report submitted to the Committee for the period ending December 2024. Attachment A constitutes the report due for the period of January 1 – June 30, 2025.

Summary Findings

The table below summarizes the attached department activity on a countywide basis.

January – June 2025

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	336	191	56.8%	\$31,558,988	\$15,275,896	48.4%
Purchasing Transactions	876	419	47.8%	\$26,184,796	\$11,308,422	43.2%
Construction Contracts	3	3	100%	\$293,552	\$293,552	100%

Value of Contracts Awarded in Millions



In this period, Contra Costa County largely met our objective of issuing eligible dollars to SBE firms in the Professional/Personal Services category, awarding over \$15.2 million in Professional Service Contracts resulting in a 48.4% award rate. In the Purchasing Transaction category, the award rate to qualified SBE firms was 43.2%, which is an increase of 5% compared to the previous reporting period, resulting in \$11.3 million in spend. In the Construction Contract category, we have a 100% compliance rate awarding 3 SBE firms over \$290,000 over the period.

The following departments should be commended for achieving 50% or more in terms of program compliance for the period:

- Professional/Personal Services: Animal Services, Assessor, Clerk of the Board, Clerk Recorder, Conservation and Development, County Administrator's Office, District Attorney, Employment and Human Services, Fire Protection District, Health Services/Public Health, Probation, Public Defender, Public Works, and the Treasurer-Tax Collector.
- Purchasing Transactions: Animal Services, Clerk of the Board, Communications Media, Fire Protection District, Health Services/Public Health, Human Resources, Probation, and Public Works.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services						
Animal Services	2	1	50%	\$112,800	\$95,000	84.2%
Assessor	2	2	100%	\$16,000	\$16,000	100%
Clerk of the Board	3	2	66.7%	\$285,850	\$220,000	77%
Conservation & Devlpmnt	7	5	71.4%	\$586,256	\$326,526	55.7%
County Administrator's Office	4	3	75%	\$472,325	\$352,325	74.6%
District Attorney	5	4	80%	\$335,500	\$330,000	98.4%
Employment & Human Svcs	55	40	72.7%	\$4,892,334	\$3,532,902	72.2%
Fire Protection District	8	6	75%	\$642,450	\$447,450	69.6%
Health Svcs/Public Health	123	69	56.1%	\$12,118,332	\$6,396,349	52.8%
Probation	23	11	47.8%	\$957,801	600,079	62.7%
Public Defender	5	4	80%	\$335,500	\$330,000	98.4%
Public Works	27	16	59.3%	\$2,504,600	\$1,404,000	56.1%

Treasurer-Tax Collector	3	2	66.7%	\$246,250	\$206,250	83.8%
Purchasing Transactions						
Animal Services	13	5	38.5%	\$136,549	\$86,852	63.6%
Clerk of the Board	2	1	50%	\$14,000	\$8,000	57.1%
Communications Media	1	1	100%	\$16,200	\$16,200	100%
Fire Protection District	50	27	54%	\$2,112,414	\$1,069,482	50.6%
Health Svcs/Public Health	126	66	52.4%	\$3,244,425	\$1,751,290	54%
Human Resources	9	6	66.7%	\$59,285	\$46,340	78.2%
Probation	65	42	64.6%	\$1,799,427	\$1,138,658	63.3%
Public Works	217	116	53.5%	\$9,062,465	\$5,273,094	58.2%

Small Business Enterprise Program

In order to encourage the use of small, local, and disadvantaged businesses, the County's Purchasing Policy and Procedures require bids and Request for Proposals greater than \$100,000 to be solicited online. For this period, there were 112 bids totaling \$136,665,339 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects activities with small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 112 bids were conducted using the Bidnet e-outreach site. Notifications were sent to 619,873 businesses, of which 32.9% are considered small, local, women, minority, disabled verteran, or disadvantaged business enterprises.

E-Outreach January 1, – June 30, 2025

Number of Solicitations	112
Total Notifications	619,873
Dollar Value	\$136,665,339

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	38,271	6.1%
WBE - Women Business Enterprise	31,072	5.0%
SBE - Small Business Enterprise	107,545	7.4%
LBE - Local Business Enterprise	2,473	0.4%
DVBE - Disabled Veteran Business Enterprise	4,206	0.7%
DBE – Disadvantaged Business Enterprise	20,678	3.3%
Total	204,245	32.9%

Local Bid Preference Program

The Local Bid Preference Program provision, County Ordinance 2023-21 was approved by the Board of Supervisors on December 12, 2023, raising the threshold from 5 to 7%. For commodities opportunities exceeding \$25,000, the Local Bid Preference Program allows local businesses to submit a new offer within 48 hours if within 7% of the lowest bidder. There were no instances of the Local Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$26,184,796. The dollar value awarded to Contra Costa County businesses was 16.4% or \$4.2 million. The value awarded to other Bay Area businesses was 22.6% or \$5.9 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$4,245,982	16.4%
Other Bay Area Counties	\$5,964,666	22.6%
Other	\$15,974,148	61%
Total	\$26,184,796	100%

Conclusion

The County has consistently demonstrated its commitment to achieving the 50% participation goal for Small Business Enterprises (SBE) in contract and purchasing activities. While some departments are currently below this threshold, they are showing renewed efforts to increase the percentage of contracts awarded to small and local firms, allocating \$4.2 million to Contra Costa County businesses between January and June 2025.

In addition, tools for Program Coordinators to better find SBE resources have been implemented. Our Purchasing webpage has direct links for businesses to self-register on County managed systems that provide bidding opportunities, along with instructional videos to help them walk through the process. We have brochures in multiple languages that talk about our programs, the minority designations we recognize, and how to qualify for the programs we offer. A short PSA is shown on CCTV which directs viewers to the Purchasing website to learn more about doing business with the County. Information has also been added to the digital billboards in several County buildings. The Public Works Public Information Officer is also sharing the information with the Workforce Development Board business partners.

We are collaborating with our Economic Development partners to provide additional resources to small business communities that offer assistance in business development, tailored referrals, ombudsperson services and grant programs.

Collectively our efforts are meant to improve the overall program, offer assistance where it is needed and educate staff internally to better fulfill our goals as a government agency.

Attachment A

Attachment B



Small Business Enterprise and Local Business Preference Report

January – June 2025



SBE Program

- In 2024, the Board approved updates to the Small Business Enterprise Program. The updated policy includes a goal of awarding 50% of eligible product and services dollars to SBEs for the following transactions:
 - County funded construction contracts of \$200,000 or less
 - Purchasing transactions of \$200,000 or less
 - Professional/Personal Service contracts of \$200,000 or less
- The SBE Program Policy include the following business designations:
 - Disabled Veteran
 - Disadvantaged
 - Local
 - Women
 - Minority
 - Small

January – June 2025 Activity

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	336	191	56.8%	\$31,558,988	\$15,275,896	48.4%
Purchasing Transactions	876	419	47.8%	\$26,184,796	\$11,308,422	43.2%
Construction Contracts	3	3	100%	293,552	\$293,552	100%



Solicitations

Product and service contracts above \$100,000 require solicitations online.

E-Outreach January 1, – June 30, 2025

Number of Solicitations	112
Total Notifications	619,873
Dollar Value	\$136,665,339

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	38,271	6.1%
WBE - Women Business Enterprise	31,072	5.0%
SBE - Small Business Enterprise	107,545	17.3%
LBE - Local Business Enterprise	2,473	0.4%
DVBE - Disabled Veteran Business Enterprise	4,206	0.7%
DBE – Disadvantaged Business Enterprise	20,678	3.4%
Total	204,245	32.9%



Local Bid Preference Program

- Applies to the purchase of supplies, materials or equipment in excess of \$25,000, through the use of competitive bids.
- If the low bid is not a local vendor, any responsive local vendor who submitted a bid that was within 7% of the lowest responsive bid has the option of submitting a new bid within 48 hours.
- There were no instances of the Local Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

- Dollar Value of Purchase Orders issued for the Period was \$26,194,796.
- Dollar Value Awarded to Contra Costa County Businesses was 16.4% or \$4.2 million.
- Dollar Value Awarded to Bay Area Businesses was 22.6% or \$5.9 million.

Contra Costa County	\$4,245,982	16.4%
Other Bay Area Counties	\$5,964,666	22.6%
Other	\$15,974,148	61%
Total	\$26,184,796	100%



Program Enhancements and Outreach

- Developed a multi-lingual guide and instructional videos to help businesses understand and compete for County opportunities.
 - Guides and videos are available on the Purchasing Services webpage: [Purchasing Services | Contra Costa County, CA Official Website](#)
- Developed a short PSA shown on CCTV directing viewers to the Purchasing webpage to learn more about doing business with the County.
- A Business Finder Application was developed for County staff to identify registered Small Business Enterprises and enable targeted outreach to underrepresented businesses.
- Collaboration with Economic Development Partners to provide additional resources to small businesses.



May 2025 Equity Committee Meeting Follow-Up

- **SBE Tracking/Business with the County**
 - Purchasing Services tracks data based on specific business designations as directed in Board policy.
 - The definitions of the Board approved SBE designations are defined in the State Government Code and Public Contract Code.
 - Businesses select their designation, if applicable when they register with the County on the Purchasing Portal.
- **Bidnet**
 - The County uses Bidnet to list formal solicitations online.
 - All businesses can register on Bidnet at no cost and receive solicitations based on the type of product or service they provide.
 - Businesses can select their business designation (small, local, minority, etc.) when they register on Bidnet. The County track notifications sent to each type of designated business.



Thank you

- Supervisor Carlson and Supervisor Scales-Preston for the opportunity to present the Small Business Report for the period of January 1, 2025 through June 30, 2025.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4753

Agenda Date: 11/17/2025

Agenda #: 4.

DISCUSS the draft immigration policy / ordinance and PROVIDE direction to staff.

Meeting Date: November 17, 2025

Subject: Draft Immigration Policy/Ordinance

Submitted For: Equity Committee

Department: Office of Supervisor Ken Carlson

Referral No:

Referral Name: Draft Immigration Policy/Ordinance

Presenter: Supervisor Ken Carlson

Contact: supervisorcarlson@bos.cccounty.us <<mailto:supervisorcarlson@bos.cccounty.us>>

Referral History:

On August 12, 2025, the Board of Supervisors referred to the Equity Committee a review of existing internal County departmental policies that address interactions with U.S. Immigration and Customs Enforcement (ICE) personnel. The first Equity Committee discussion took place on September 22, 2025.

Referral Update: Supervisor Ken Carlson will discuss the draft immigration policy/ordinance.

Recommendation(s)/Next Step(s): DISCUSS the draft immigration policy/ordinance and PROVIDE direction to staff.

Fiscal Impact: N/A

ORDINANCE NO.

BOARD OF SUPERVISORS, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

* * * * *

ORDINANCE ADOPTING CHAPTER [x] OF THE CONTRA COSTA COUNTY
ORDINANCE CODE RESTRICTING THE USE OF COUNTY RESOURCES TO
ASSIST OR COOPERATE WITH IMMIGRATION AUTHORITIES

Section 1. Findings.

- (a) The County of Contra Costa is home to people of diverse racial, ethnic, and national backgrounds, including a large immigrant population.
- (b) Immigrants are valuable and essential members of the County of Contra Costa community.
- (c) A relationship of trust between the County of Contra Costa's immigrant community and the County of Contra Costa, its departments, programs, and personnel is central to the public safety of Contra Costa residents.
- (d) This trust is threatened when state and local agencies are entangled with federal immigration enforcement, with the result that immigrant community members fear approaching police when they are victims of, and witnesses to, crimes, seeking basic health services, or attending school, to the detriment of public safety and the well-being of all Californians, including Contra Costa residents.
- (e) Entangling state and local agencies with federal immigration enforcement programs diverts already limited resources and blurs the lines of accountability between local, state, and federal governments.
- (f) There are legal concerns with leveraging the County of Contra Costa's resources for federal immigration endeavors, including but not limited to the prospect of Contra Costa residents being denied Due Process, detained in violation of the Fourth Amendment of the United States Constitution, or targeted on the basis of race or ethnicity in violation of the Equal Protection Clause.
- (g) This chapter seeks to ensure effective policies to protect the safety, well-being, and constitutional rights of Contra Costa residents, and to direct the County's limited resources to matters of greatest concern.

Section 2. Definitions.

For purposes of this chapter, the following words and phrases are defined as follows:

- (a) **"Citizenship or Immigration Status"** shall mean all information or classification regarding citizenship of the United States or any other country, place of birth, the authority to reside in or otherwise be present in the United States, including visa status, and the time or manner of a person's entry into the United States.

- (b) **“Federal or state law”** means federal or state statutes, regulations, and court decisions that have not been found unconstitutional or otherwise invalid.
- (c) **“Immigration authority”** means any federal, state, or local officer, employee, or person performing immigration enforcement functions.
- (d) **“Immigration Enforcement”** means any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law against natural persons, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a natural person’s presence in, entry, or reentry to, or employment in, the United States.

Section 3. Prohibition on the Use of County Funds or Resources.

Unless required by federal or state law, regulation, or court decision, no County funds or resources, including, but not limited to, County personnel and County property, shall be utilized to:

- (a) Inquire into or collect information about an individual's Citizenship or Immigration Status, unless such information is necessary to provide a County service, including the provision of immigration and naturalization assistance, for election-related purposes or appointment to a County office or commission, or as required for purposes of County employment or the disbursement of County funds.
- (b) Assist or cooperate with requests by the United States Immigration and Customs Enforcement or other Immigration Authorities, to hold, detain, house, transfer, or otherwise facilitate the investigation, detention, or arrest of any person in the custody of the Contra Costa County Sheriff’s Office, Probation Department, or any other County Department, unless pursuant to a judicial warrant (as defined in California Government Code § 7284.4(i)) or otherwise required by federal or state statute, regulation, or court decision;
- (c) Provide access to or use of non-public County property, including but not limited to, County jails, stations, courthouse holding cells, conference rooms, and databases to Immigration Authorities, unless pursuant to a judicial warrant (as defined in California Government Code § 7284.4(i)).
- (d) Make any person in County custody available to Immigration Authorities for an interview for the purpose of Immigration Enforcement.
- (e) Participate in Immigration Enforcement in any operation, joint operation, or joint task force involving Immigration Authorities.

Section 4. County Worker and Facilities Protections.

- (a) Federal immigration enforcement authorities shall not be given access to any non-public areas of County-owned or County-controlled properties unless access is:
 - (i) required by statute, contract, or by a judicially issued warrant or similar court order; or
 - (ii) As part of a pre-scheduled inspection under regulatory authority.
- (b) The County Administrator shall report access to non-public areas of County-owned or controlled properties by any federal immigration enforcement to the Board of Supervisors within three (3) business days by email. The report shall include:
 - (i) Name of agencies provided with access; and
 - (ii) Number of individuals and any identifying information e.g. name or badge number; and
 - (iii) Reason(s) for providing access; and
 - (iv) Location(s) accessed.
- (c) All County employees are prohibited from providing private information about individuals, families, or employees to federal authorities for the purposes of immigration enforcement unless required by state or federal statute, court order or a lawfully issued judicial search warrant or subpoena.
- (d) Existing anti-retaliation laws and policies shall also include protection for County workers taking any actions aligned with this Ordinance. County employees shall be advised of whistleblower worker protections including reporting of conduct that violates this Ordinance.

Section 5. Confidentiality and Protection of County Data.

- (a) Except as required by 8 U.S.C. § 1373 or other applicable federal or state law, no County personnel shall provide access to any County data or information that can be used to determine or trace a person's Citizenship or Immigration Status.
- (b) In furtherance of this restriction, as of the effective date of this ordinance, County personnel shall not provide County data or information that can be used to determine or trace a person's Citizenship or Immigration Status to any County contractor unless the contractor first agrees in writing to prohibit the contractor's employees and subcontractors from providing that data or information to any Immigration Agent, to the extent permitted by law.
- (c) All County employees shall treat information that can be used to distinguish or trace a person's Citizenship or Immigration Status, either on its own or when combined with other information, as confidential information, to the extent permitted by law.

Section 6. Contractor Compliance.

(a) All County contracts, leases, grant agreements, memoranda of understanding, and any other agreements involving the use of County funds or County-controlled property executed on or after the effective date of this ordinance shall include language requiring the contractor, grantee, or lessee to:

1. Adopt and uphold all protections established in this ordinance;
2. Require compliance with this ordinance by their subcontractors and employees involved in the performance of the contract or operation of the funded facility;
3. Certify compliance with these obligations as a condition of award;
4. Notify the County within three (3) business days of any request for assistance in activities restricted under this Ordinance.

(b) Exceptions to these requirements may be granted only by ordinance of the Board of Supervisors or where compliance is expressly preempted by federal or state law.

Section 7. Reporting Required.

- (a) The Sheriff's Office shall report monthly its contact with federal immigration authorities for the purposes of immigration enforcement on the regular agenda of the Board of Supervisors as a consent item and post the required information on the Sheriff's Office Transparency Portal. This requirement is excused only when the Board is on recess for longer than one (1) month. Reports shall include the following categories of information:
- (i) Number of ICE-form 247 Immigration Notification requests and dates of requests; and
 - (ii) Number of notifications provided in response to requests and dates of notifications; and
 - (iii) Number of people transferred to ICE from Sheriff's custody; and
 - (iv) Number of requests for mutual aid from an agency conducting immigration enforcement action.
- (d) If the Sheriff's Office provides mutual aid to any agency conducting immigration enforcement, the Office shall provide a public incident report via email to the Board of Supervisors within 3 business days of the action that includes:
- (i) Name of all agencies present; and
 - (ii) Whether a judicial warrant was presented by any agency; and
 - (iii) Location of enforcement activity; and
 - (iv) Whether persons were detained as a result of the enforcement activity.
- (b) Reporting under this Section does not fulfill nor replace the Sheriff's obligations under the Truth Act and/or other applicable laws.

Section 8. Severability.

If any subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The County Board of Supervisors hereby declares that it would have adopted this chapter, and each and every subsection, sentence, clause, and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion of the chapter would be subsequently declared invalid or unconstitutional.

Section 9. Effective Date.

This Ordinance shall be in full force and effect 30 days after its adoption under XXXXX

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4754

Agenda Date: 11/17/2025

Agenda #: 5.

Meeting Date: November 17, 2025

Subject: Office of Racial Equity and Social Justice Updates

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Office of Racial Equity and Social Justice Updates

Presenter: Kendra Carr

Contact: kendra.carr@oresj.cccounty.us <<mailto:kendra.carr@oresj.cccounty.us>>

Referral History: Since the office launched in October 2023, the ORESJ Co -Directors provide regular updates regarding the office priorities, work plan, challenges and progress. Subsequently, the ORESJ Co-Directors have presented monthly updates to the Equity Committee on various initiatives.

Referral Update: The Co-Directors will provide updates on current initiatives.

Recommendation(s)/Next Step(s): RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice

Fiscal Impact: N/A

Equity Committee

5. RECEIVE updates from the Office of Racial Equity and Social Justice

ORESJ Current Projects

Racial Justice Oversight Body – Community Listening Sessions

Budget Equity Cohort

Civic Engagement Workshops

Partnerships: SAFE Center, Contra Costa Together

Challenge: Language Access and Justice

THANK YOU!

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