



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, July 28, 2025

10:30 AM

**309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/810798429>**

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**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. 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 June 23, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office) [25-3042](#)
Attachments: [DRAFT IOC Record of Action for June 23, 2025](#)
4. CONSIDER report and recommendations for improving the County's policy on purchasing and distributing gift cards as program incentives, especially by contracted community organizations. (Julie Enea, County Administrator's Office) [25-3043](#)
Attachments: [Admin Bulletin 615 Incentives for County Programs 12-12-09](#)
[Contractor Gift Cards by Dept](#)
[Board Referral to IOC Gift Cards 5-13-25](#)
5. The August 25, 2025 has been canceled. The next meeting is currently scheduled for September 22, 2025
6. 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: julie.enea@cao.cccounty.us