



# CONTRA COSTA COUNTY

## AGENDA

### Equity Committee

Supervisor Federal D. Glover, Chair  
Supervisor John Gioia, Vice Chair

---

**Monday, April 15, 2024**

**10:30 AM**

**11780 San Pablo Ave. Ste D, El Cerrito |  
190 East 4th Street, Pittsburg, CA |  
<https://cccouny-us.zoom.us/j/826591075>  
72 | Call in: 1-888-278-0254 access code:  
544753**

---

**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.

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. RECEIVE and APPROVE the Record of Action from the March 18, 2024 meeting of the Equity Committee, with any necessary corrections. [24-1102](#)

**Attachments:** [Equity Committee Record of Action 3.18.24\(draft\)](#)

2. INTERVIEW candidates Nikki Lopez for Disability Seat, DeVonn Powers for Business Member Seat, Lauren Traylor for Community Member Seat #2, and Lynette Hart for Community Member Seat #4 on the Advisory Council on Equal Employment Opportunity, as recommended by the County's Equal Employment Opportunity (EEO) Officer. [24-1106](#)

**Attachments:** [ACEEO Member Seats v1](#)  
[Lopez, Nicola \(ACEEO\) 03-01-24\\_Redacted \(1\)](#)  
[Powers, DeVonn \(ACEEO\) 02-26-24\\_Redacted](#)  
[Traylor, Lauren \(ACEEO\) 02-22-24\\_Redacted](#)  
[Hart, Lynette \(ACEEO\) 02-21-24\\_Redacted](#)

3. ACCEPT a report from the W. Haywood Burns Institute on the progress and activities of the County's Racial Justice Oversight Body in 2023. [24-1103](#)  
**Attachments:** [Attachment A - RJOB Annual Update Progress Report](#)  
[Attachment B - RJTF Final Recommendations](#)
4. RECEIVE updates on the African American Holistic Wellness and Resource Hub Feasibility Study process [24-1104](#)  
**Attachments:** [AAHWRH Feasibility Study RFP \(Draft\)](#)
5. RECEIVE updates from the Co-Directors of the Office of Racial Equity and Social Justice, including the stipend policy for the Lived Experience Advisory Board proposal and ORESJ current projects [24-1105](#)  
**Attachments:** [ORESJ Update\\_LEAB Stipends, Timeline](#)  
[ORESJ Projects and Initiatives - Status Updates](#)

The next meeting is currently scheduled for May 20, 2024.

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: ORESJ Co-Directors Peter Kim ([peter.kim@oresj.cccounty.us](mailto:peter.kim@oresj.cccounty.us)) or Kendra Carr ([kendra.carr@oresj.cccounty.us](mailto:kendra.carr@oresj.cccounty.us)).



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-1102

**Agenda Date:** 4/15/2024

**Agenda #:** 1.

---

### EQUITY COMMITTEE

Meeting Date: April 15, 2024

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, ORESJ Co-Director

Contact: Peter Kim, [peter.kim@oresj.cccounty.us](mailto: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 March 18, 2024 meeting.

### **Recommendation(s)/Next Step(s):**

REVIEW and APPROVE the Record of Action.

### **Fiscal Impact (if any):**

N/A

Equity Committee  
Record of Action for March 18, 2024

Committee Members Present: **Supervisor Federal D. Glover, Chair; Supervisor John Gioia, Vice Chair**

Staff Present: **Kendra Carr and Peter Kim, Co-Directors, Office of Racial Equity and Social Justice (staff to Committee); Lara Delaney, Senior Deputy County Administrator, County Administrator Office; Cora Young, Executive Assistant, County Administrator Office; Ellen McDonnell, Public Defender, Public Defender's Office; Ali Saidi, Deputy Public Defender, Public Defender's Office; Patrice Guillory, Director, Office of Reentry and Justice, Probation Department; Ann Elliot, Director, Human Resources Department; Nicole Bilich, Manager, Human Resources Department; Gilbert Salinas, Chief Equity Officer, Health Department; Shannon Ladner-Beasley, Program Manager, Health Department; Stephanie Rivera, Chief Health Equity Officer, CC Health Plan, Health Department; Antoine Wilson, Equal Employment Opportunity Officer, Risk Management Department; Sonia Bustamante, Chief of Staff, BOS District 1; Jill Ray, District Representative, BOS District 2; Peter Myer, Deputy Chief of Staff, BOS District 3; David Fraser, Chief of Staff, BOS District 5.**

Public Attendees: **Phil Arnold; Mariana Moore, Roxanne Carillo Garza; Maria Dominguez; Chaplain J Blueford; Jamie Yan Furot; Gigi Crowder; Kerby Lynch; Sara Gurdian; Desirae Herron; Latrece Martin; Doug Leich; Ashley Green; Shantell Owens; Desiree Rushing; Stephanie Taddeo; 925-335-8000**

**1. Introductions**

*Supervisor Glover convened meeting at 10:30 AM at his office at. John Gioia at County Bldg.*

*Committee Chairs introduced themselves and staff assigned to the committee, Kendra Carr and Peter Kim, Co-Directors of the Office of Racial Equity and Social Justice (ORESJ).*

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

*Phil Arnold: requested we do not use acronyms, esp in relation to Af Am Holistic Wellness and Resource Hub*

*Gioia and Glover: agreed with this request; reminded that County has already adopted a policy to limit use of acronyms.*

**3. RECEIVE and APPROVE** the Record of Action for the February 20, 2024 meeting of the Equity Committee, with any necessary corrections.

*Supervisors reviewed the Record of Action (included in Agenda Packet).*



Public Comment:

*No comment.*

*The Record of Action was approved as presented.*

**4. ACCEPT and REFER** the amended Racial Justice Oversight Body By-laws for Board of Supervisors Approval.

*Patrice Guillory, Director of Office of Reentry and Justice, presented updates to Racial Justice Oversight Board (RJOB) bylaws (included in agenda packet); also provided update that RJOB currently has 2 community representative vacancies and 1 law enforcement representative vacancy; announced that she will provide a full annual update at next Equity Committee meeting.*

*Gioia: Likes idea of adding alternates. Recommends a change to the proposed bylaw regarding needing a majority of "members present" to pass a vote, and instead require a "majority of total sitting RJOB members"*

Public Comment:

*Gigi Crowder: Is there opportunity to allow RJOB members to vote outside of being present in a meeting?*

*Glover: Brown Act requires votes to occur with members present and in a public forum.*

*Gioia: Reminded that there is a proposed legislation at the State level that, if it passes, will make it easier to attend meetings virtually and be "present."*

*Ellen McDonnell: reiterated the challenge for members to attend RJOB meetings consistently and meet quorum requirement, resulting in frequently cancelled meetings; asked if there is any flexibility in allowing a lower quorum threshold, possibly to 8 or 9 (versus 10)?*

*Gioia: Unable to change the quorum requirements due to Brown Act; plus, because it is typically community members who have a more difficult time attending for various reasons, lowering the quorum threshold opens up the risk of allowing system representatives to have a greater say when voting and making decisions.*

*Committee recommends that quorum continues to be the majority of total sitting RJOB members; asked that Counsel review the final bylaws language before going to full Board of Supervisors.*

*This item was passed.*

**5. RECEIVE** updates from the African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee and **DISCUSS** the ORESJ's recommendation for distributing the

allocated \$1 million Measure X funds towards the African American Holistic Wellness and Resource Hub and existing services.

*ORESJ Co-Directors presented updates on process to establish an African American Holistic Wellness and Resource Hub including: revised draft of Steering Committee bylaws (included in Agenda Packet) which have been reviewed and edited by County Counsel; previous Request for Qualifications (RFQ) for contractor to conduct a feasibility study resulted in one submission, so Steering Committee and Staff recommend a re-issue of RFQ as a Request For Proposals (RFP) that asks for more nuance and detail in proposals, and offers an increase of total contract amount from \$80,000 to \$180,000, with the additional \$100,000 coming from ORESJ budget; Staff forecasted a possible request of a special meeting of Equity Committee if needed to expedite RFP process and approval of awardee.*

*Staff also presented a revised proposal for distribution of \$1M allocation for existing services toward African American holistic wellness (included in Agenda Packet) that includes: seeking a community foundation partner to serve as a contractor to support with procurement process and distribution of funds to service provider sub-contractors; a participatory process that includes community members in the review and scoring of proposals for service contracts; a two-year contract period from FY 2024-2026 with \$500,000 awarded each year; proposed categories of service areas based on Measure X Community Advisory Board recommendations and other research on priority needs; and service contract proposals can serve all of Contra Costa County, with proposals that focus on east county communities prioritized.*

*Glover and Gioia: Satisfied with updated bylaws as presented, as it reflects the direction given by this Committee and has been reviewed by Counsel.*

*Glover and Gioia: Comfortable with a re-issue of the RFP for feasibility study and the proposed increase of award amount.*

*Gioia: Regarding the proposal for distribution of \$1M, comfortable with contracting with a community foundation and suggests Staff to have exploratory conversations with Lescher Foundation, East Bay Community Foundation, Y&H Soda Foundation, and Contra Costa Regional Health Foundation; assumes that the Steering Committee is not a part of the procurement and participatory review process as that would likely pose a conflict(s) of interest.*

**Public Comment:**

*Gigi Crowder: regarding RFP for feasibility study, is concerned that an increase of total contract amount of \$180,000 is not enough, suggests a total contract amount of at least \$300,000 total is needed; regarding distribution of \$500,000 each year over 2 years does not respond to urgent, immediate need as advocated for.*

*Shantell Owens: suggests that \$500,000 each year over 2 years will produce less significant impact than distributing the entire \$1,000,000 in one year; advocates for a more immediate and impactful investment.*

*Ali Saidi: echoes the need for urgency and speed in distributing the funds, and believes in the potential for producing a transformative model for rest of region, state and nation; past experience during COVID has shown that the County has the ability to jump start efforts and move funding quickly and effectively.*

*Stephanie Taddeo: supports a transformative model that can send a positive message to the State, and urges the County to listen to community and their suggestion of distributing funds faster and finding sustainable funding beyond this initial \$1,000,000.*

*Desirae Herron: urges the release of \$1,000,000 at one time, believe it will have more of an immediate impact; also asks, will the add'l \$100,000 for the feasibility study come from the \$1,000,000?*

*Maria Dominguez; Doug Leich; Ashley Green; Desiree Rushing; Stephanie Taddeo; 925-335-8000*

*Chaplain Blueford: as a mother whose kids were impacted directly by the Antioch Police Department racist text scandal, she asks the County keep the \$1,000,000 intact because believes that will do more for the Black community; stated that \$1M is not a lot in today's economy.*

*Jamie Yan Faurot: as a person of color and county community member, she shares the concerns of others who spoke today, has experienced similar disparities in her community; supports the work for an African American Holistic Wellness and Resource Hub and believes the County can do more*

*Ashley Green: appreciative of the \$1,000,000 allocation but frustrated that community is still waiting for funds to be distributed; also, thought that additional funds were promised for the Hub, and wonders where those are; we are going around and around in circles unable to make a decision on the funds, we need to move and make a decision now.*

*Doug Leich: supports the vision of African American Holistic Wellness and Resource Hub and is anxious to see it realized; believe such a center will provide needed support and healing that is needed in the Black community.*

*Gioia: Regarding the re-issue of RFP, asked for clarity on how the increase of add'l \$100,000 was determined.*

*Staff: ORESJ had conversations with to 5-6 potential applicants exploring interest and capacity, and there was consensus that \$80,000 was not sufficient for a comprehensive study as described; when asked how much would be sufficient, several of the applicants said that an add'l \$100,000 would be sufficient. In response to a public comment, Staff also reiterated that*

*the \$100,000 will come from ORESJ funds to keep the \$1,000,000 intact and dedicated to funding services.*

*Gioia: regarding the \$1,000,000, stated that any increase in funds beyond that would require full Board of Supervisors discussion and approval; also asserted that any contract with a community foundation to administer the funds to service providers will need to go through a competitive bid process; made clear that the Steering Committee's focus and responsibility is to oversee the procurement process for a contractor to conduct the feasibility study, and it is not to oversee the distribution of the additional \$1,000,000 for services; reminded the group that even with a phased disbursement process taking place over 2 years and beginning in FY 2024-2025, the County is moving faster than usual considering the Board of Supervisors allocated the \$1M in December 2023.*

*Glover: wants to engage the philanthropic community and explore their ability to leverage additional funds to add to the investment over the two years; also sees the phased approach over two years as an opportunity to explore what services are working and effective in producing positive outcomes over time to help inform planning for the Hub.*

*Gioia: likes the idea of a single RFP process for the \$1,000,000 that amounts to a 2-year contract for sub-grantees; wants to make sure that measuring and evaluating outcomes is a part of the contract with the community foundation.*

*Glover: agrees that data around outcomes is critical, especially when assessing what services are effective and still needed in year 2 of the contract period, and in future years to inform the Hub once established; wants to build in a robust evaluation plan.*

*Supervisors agreed to receive the updates and accepted the revised bylaws, approved a re-release of a RFP with an increased award amount of \$180,000, and directed staff to proceed with planning for a 2-year phased approach to distribution of the \$1,000,000 and to bring back to the Equity Committee an update on the procurement process for contracting with a community foundation. This item was passed.*

**6. RECEIVE** updates from the Co-Directors of the Office of Racial Equity and Social Justice about the development of the Lived Experience Advisory Board.

*ORESJ Co-Directors presented update on the development of the Lived Experience Advisory Board with regard to selection process, stipends for participation, and anticipated timeline (included in Agenda Packet).*

**Public Comment:**

*Gigi Crowder: Has concerns with having a large, broad-based board that does not meet needs of specific racial groups, and recommends multiple, smaller groups with specific focus areas such*

*as mental health, and specific racial and ethnic and language priorities; regarding the idea of providing stipends, she questions if there is a need in providing those for every member.*

*Shantell Owens: doesn't want people to apply strictly motivated by a stipend, and instead wants people who are passionate to evoke change without the need for stipends; encourages a selection process that looks closely at an applicant's ability to make change.*

*Maria Dominguez: would like to receive updates on the language equity access plan and hiring timeline.*

*Mariana Moore: is in strong support of the LEAB proposal, and appreciates that its development was in partnership with the community Core Committee; offered example of when Ensuring Opportunities offered a 2-year stipended leadership training program to community members and residents, and as result had a phenomenal cohort without any member participating strictly for a stipend, but instead were clearly there for the right reasons, ultimately contributing much more time, labor, and expertise than what the stipends covered.*

*Roxanne Carillo-Garza: there has been a lot of research done on the LEAB proposal, prioritizing people with lived experience and histories encountering systemic barriers, illustrating a commitment to advancing equity; stipends represent valuing and honoring of the time and energy for their participation and respecting their expertise and insights; in terms of selection, it will be very important to have ORESJ Co-Directors involved, and ensuring the input of the community.*

*Gioia: Board of Supervisors will have a lot of insight to offer when assessing and selecting their appointees; agrees that it will be helpful for ORESJ Co-Directors to work closely with Supervisors and their Staff; it will also be important to balance and align selections with the 10 at-large seats to help fill any potential gaps left open after Supervisors make their appointments.*

*Glover: in regard to stipends, is concerned with equity in regard to other advisory bodies, and wants to eventually see a countywide policy that creates standards and equity across all bodies; do not want to move on that quite yet, and wants first an inventory of what other County boards are doing to compare and align; does not want to move forward on a stipend policy until we have more data on how other bodies have done or are doing it.*

*Gioia: suggests that we start here and then inform the other bodies of what is possible, and provide a model for a policy recommendation around stipends; reminds group that the County paid stipends for the community-led selection committee for the ORESJ Co-Directors as a precedent; suggests that this Committee continue to have an item on the agenda to discuss research on stipends structures within the County and in other jurisdictions.*

*Supervisors agreed to accept this update and directed Staff to bring an update at the next Committee meeting. This item was passed.*

**7. Next Committee meeting** is currently scheduled for April 15, 2024 at 10:30AM.

*The April 15, 2024 meeting at 10:30AM was confirmed.*

**8. Adjourn**

*Committee meeting was adjourned at 12:07 PM.*



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1106

**Agenda Date:** 4/15/2024

**Agenda #:** 2.

### EQUITY COMMITTEE

Meeting Date: April 15, 2024

Subject: Interview Applicants for the Advisory Council on Equal Employment Opportunity

Submitted For: Equity Committee

Department: Equal Employment Opportunity

Referral No:

Referral Name: Interview Applicants for the Advisory Council on Equal Employment Opportunity

Presenter: Antoine Wilson, Equal Opportunity Officer

Contact: Antoine Wilson, [antoine.wilson@riskm.cccounty.us](mailto:antoine.wilson@riskm.cccounty.us) <<mailto:antoine.wilson@riskm.cccounty.us>>

### Referral History:

The Board of Supervisors makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats: Type 1: Supervisorial District Appointments: Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board. Type 2: At Large/Countywide Appointments: Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action. The ACEEO falls under Type 2.

### Referral Update:

The Advisory Council on Equal Employment Opportunity (ACEEO) assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors. The Equal Employment Opportunity Advisory Council is composed of thirteen (13) members appointed by the Board of Supervisors. Four (4) members of the Advisory Council shall be representative of the community; (3) members shall be representative of employee organizations; two (2) members shall be representative of County management; one (1) member shall be representative of education; (1) one member shall be representative of the disability community; (1) member shall be representative of the business community; and one (1) member shall be representative of veterans.

For many years, the Internal Operations Committee served as the reviewing committee for ACEEO nominations; however, the mission of the ACEEO is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations. The process for the above seats is that

the Equal Employment Officer conducts recruitment for membership, the ACEEO or a subcommittee thereof will screen applications or candidates, and then forward its nominations to the Equity Committee for consideration and possible recommendation to the Board of Supervisors.

There is a vacancy on the ACEEO for the Community Seat #2, Community Seat #4, Business Seat, and Disability Seat.

**Recommendation(s)/Next Step(s):**

INTERVIEW candidates Nikki Lopez for Disability Seat, DeVonn Powers for Business Member Seat, Lauren Traylor for Community Member Seat #2, and Lynette Hart for Community Member Seat #4 on the Advisory Council on Equal Employment Opportunity, as recommended by the County's Equal Employment Opportunity (EEO) Officer.

**Fiscal Impact (if any):**

N/A



## ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

### LABOR-TRADE MEMBER SEAT

(VACANT)

Appointed:

Expires: November 30, 2026

### BUSINESS MEMBER SEAT

(VACANT)

Appointed:

Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #1

Bolston Jones

Appointed: February 9, 2021

Expires: November 30, 2026

### EDUCATION MEMBER SEAT

Roosevelt Gipson Jr.

Appointed: December 1, 2022

Expires: November 30, 2025

### COMMUNITY MEMBER SEAT #2

(VACANT)

Appointed:

Expires: November 30, 2026

### DISABILITY SEAT

(VACANT)

Appointed:

Expires: November 30, 2025

### COMMUNITY MEMBER SEAT #3

Eric Maldonado

Appointed: June 7, 2021

Expires: November 30, 2025

### UNION MEMBER SEAT #1

Fabiola Quintero

Appointed: May 14, 2022

Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #4

(VACANT)

Appointed: November 12, 2019

Expires: November 30, 2021

### UNION MEMBER SEAT #2

(VACANT)

Appointed:

Expires: November 30, 2025

### MANAGEMENT MEMBER SEAT #1

Lara DeLaney

Appointed: December 1, 2022

Expires: November 30, 2025

### VETERAN'S SEAT

Leonard Ramirez

Appointed: April 12, 2022

Expires: November 30, 2024

### MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: October 12, 2021

Expires: November 30, 2024

Application Form

Profile

Nicola Lopez  
First Name Middle Initial Last Name

Home Address Suite or Apt  
Antioch CA 94531  
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

Caring Haven Founder  
Employer Job Title

Length of Employment

1

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

District 3

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

12 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: 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**

---

Strayer

**Degree Type / Course of Study / Major**

---

MBA

**Degree Awarded?**

---

☒ Yes ☐ No

**College/ University B**

**Name of College Attended**

---

Kaplan

**Degree Type / Course of Study / Major**

---

Bsc Business

**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**

Diversity Practitioner

**Certificate Awarded for Training?**

☒ Yes ☐ No

**Other Training B**

Life Coach

**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 interested in serving on the EEOC board with the county because I am passionate about promoting diversity, equity, and inclusion in the workplace. I believe in the mission of the EEOC to enforce federal laws that prohibit workplace discrimination, and I want to contribute my skills and experiences to ensure fair treatment and opportunities for all individuals, regardless of race, gender, religion, or any other protected characteristic. Additionally, I am dedicated to fostering a positive work environment where everyone feels valued and respected, and I see this position as an opportunity to make a meaningful impact in advancing these goals within the community.

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

As a certified diversity practitioner, I have undergone specialized training and obtained certification in diversity and inclusion strategies. My expertise in this field includes understanding the nuances of diversity issues, implementing inclusive policies and practices, conducting diversity training, and fostering an inclusive organizational culture. In my roles within corporate America, I have actively championed diversity and inclusion initiatives. As a DEI and ERG Program Manager, I led diversity task forces and developed comprehensive diversity and inclusion plans tailored to the needs of the organization. I collaborated with HR departments to implement recruitment and retention strategies that promoted diversity and equal opportunity. Additionally, I facilitated workshops and training sessions on topics such as unconscious bias, cultural competence, and inclusive leadership to enhance awareness and foster a more inclusive workplace environment. Furthermore, I have served on various committees and boards focused on diversity and inclusion, where I have contributed my expertise to drive positive change and advocate for underrepresented groups. My combination of formal education, practical experience, and a demonstrated commitment to diversity and inclusion make me well-equipped to serve effectively on the EEOC board with the county.

[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

---

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.

## NICOLA K. LOPEZ

Antioch CA, 94531 [nicolaklopez@icloud.com](mailto:nicolaklopez@icloud.com) 912.441.9441 [www.linkedin.com/in/nicolalopezmba](http://www.linkedin.com/in/nicolalopezmba)

### SENIOR PROGRAM MANAGER | DEIB/ERG/BRG TRAINER AND ADVISOR

Results-oriented **DEI and Talent Development Program Manager** with a track record of performance in turnaround and high-paced organizations, with proven experience spearheading new business transformations, streamlining talent acquisition, establishing ERGs, and strategically reducing attrition. Experienced in overseeing diversity equity inclusion and belonging practices, including the management of executive training, policies, practices, and procedures of employee resource groups, and the execution of events and community engagement.

### CORE COMPETENCIES

- **Diversity, Equity, Inclusion, and Belonging** – Lead development and implementation of inclusive talent practices, including research design to ensure equitable outcomes for diverse candidates internally and externally. Serves on internal policy review, roadmaps, governance, and strategies to influence the DEI Leadership Council. Amplifies community awareness by aligning strategic partners and untapped markets while creating new diversity partnerships. Partner with stakeholders to identify industry knowledge/gaps for improvement.
- **Training and Development** - Plan and implement an **inclusive** effective training curriculum, supervise training budgets, and prepare hard copy training materials such as module summaries, videos, and presentations. Provides online and conference call training sessions for offsite employees and recommends management strategies to administration that are targeted for specific departments to increase efficiency and effectiveness and generate increased revenues. Created and maintained multiple complex and concurrent program plans for employees. Develop and deliver training solutions that meet business needs and optimize existing training processes for efficiency, including working with vendors, and internal and external clients, to develop and deliver training.
- **System Utilization and Technology skills** – Proficient in the use of Microsoft Office Suite, Adobe, Slack, Asana, Rise, Jira, Camtasia, Zoom, Google Suite, Salesforce (Ncino), Tableau, Monday.com, and Basecamp.
- **Dynamic Communicator and Stellar Negotiator** - Effectively communicate with stakeholders and employees to ensure smooth Business Operations, focusing on Learning and Development, Employee Engagement, and fostering a Healthy and Robust **Hybrid/Remote** force.
- **Project Management** – Analyze data for SOPs & Policy Legislation in DEIB, and Talent Succession Planning from ideation to execution.

### ADVISORY/FOUNDER ROLES

Caring Haven LLC, Founder and CEO	July 2023	- Present
Antioch Chamber of Commerce, Ambassador	Oct. 2023	- Present
Futures-Explored Inc., Board Member	Jan. 2024	- Present

### PROFESSIONAL WORK HISTORY

#### Federal Reserve Bank – 12<sup>th</sup> District

▮ **Sr. Program Manager, Talent Development** November 2022 – Present

- Lead communication plans and change management efforts with recession planning.
- Establish and create a roadmap and strategy credit risk management team and examiners.
- Engage and collaborate with key Stakeholders around governance, business strategies, and internal mobility.
- Authors and organizes training systems procedural manuals and supporting documentation for training programs and systems per System, Bank, and departmental requirements.

#### Blue Shield of California

▮ **Program Manager, Engagement & Inclusion** August 2022 – November 2022

- Led and scaled 7 Employee Resource Groups (ERG)s Programs to best support a multi-pronged DEI strategy.
- Established and created a roadmap and strategy for a new ERG, called Generations, to include all workforce.
- Coached 14 ERG Co-Chairs to develop them as leaders, and advisors to the DEI Council and Business Leaders.
- Created and provided subject matter expertise on DEI communications related to the ERG's strategies to 10 SVPs.
- Engaged and collaborated with key Stakeholders around governance, business strategies, community involvement, hiring practices, and internal mobility.
- Reviewed processes and recommended solutions to mitigate areas of opportunity with talent acquisition, and ERG memberships.
- Drove continuous improvement, change management, and centralizing data for talent and DEI workstreams.



## NICOLA K. LOPEZ

Antioch CA, 94531 nicolaklopez@icloud.com 912.441.9441 [www.linkedin.com/in/nicolalopezmba](http://www.linkedin.com/in/nicolalopezmba)

### First Republic Bank

#### Senior Talent Development Lead (Consultant)

August 2021 – July 2022

- Managed a process re-engineering training programs to improve employee engagement and customer impact, increasing positive employee surveys by 87%.
- Collaborated with Executive Management with Core Transformation companywide upgrade impacting almost 5000 employees (new hires and existing), and Executives improving in-person wait times for clients by 93%.
- Onboarded new hires with a 90-day training plan, for systems, sales, and services that was then implemented company-wide.
- Implemented and managed a multi-tiered Leadership Development program resulting in an 87% completion rate.
- Implemented a dedicated Zoom line, dubbed HyperCare, for centralized support for all departments during 'go live', reducing wait times by 67% to find the right help for clients, collaborating with Helpline, Business Analysts, SMEs, and IT.
- Collaborated with Trainers, SMEs, and Content Writers to create detailed walk-throughs, training manuals, reference guides, and simulations, around key KPIs, with 7 different curriculums (LOBs).
- Elevated performance levels and minimized compliance issues by 49% in one month with new hires and their managers.
- Quantified problem areas with recruiting and onboarding, resulting in a pipeline increase of 78% for key roles.

### NIKKI K. LOPEZ INT'L Bay Area, CA

#### Certified Executive Coach

April 2019 – August 2022

- Evaluate individual and organizational development needs by looking at KPI, KSA, and employee surveys.
- Partnered with major stakeholders to identify recruiting, talent, and retention opportunities and created strategies.
- Assess the success of development plans and help employees make the most of learning opportunities.
- Measure and track the success of individuals with a focus on mental health and mindset as it relates to performance.
- Conduct strategic leadership and behavioral observation during coaching programs/sessions.

### JP MORGAN CHASE, Bay Area CA

#### Corporate Trainer

April 2012 – October 2019

- Coordinated and conducted training for all New Hires in all areas of organizational operations, with a focus on recruiting strategies.
- Show coached Customer Experience and Sales procedures nationwide, resulting in 75% increased satisfaction in audits, reducing branch attrition by 95%, and increasing internal promotions by over 150%.
- Delivered and consistently ranked in the top 2% of 600 Trainers, relating to participant surveys, knowledge, engagement, inclusion, and different approaches to teaching techniques.
- Facilitated, cross-trained, and delivered virtual classroom learning, providing creative, effective classroom instruction throughout the organization with virtual and in-person classes.
- Routinely evaluated corporate training needs and adjusted staff development and educational programs as needed.
- Drove large-scale initiatives with change management efforts across multiple business lines.

### EDUCATION & TRAINING

Strayer University, Atlanta, GA - **Master of Business Finance**  
Kaplan University, Fort Lauderdale, FL- **Bachelor of Science in Human Resources and Management**

### CERTIFICATIONS

Six Sigma Certified, Train the Trainer Certified, Virtual and In-Person Certified, ICF Certified Life and Executive Coach,  
Cornell Women's Entrepreneurship Certification, August 2022  
Google Project Management Professional Certificate, January 2023  
DEI Practitioner Certificate, The Sarah Jane Academy, February 2023

### ADDITIONAL WORK EXPERIENCE

Communications Coordinator (DEI and LGBTQ+ BRG), U.S. Bank, 2020





# Contra Costa County

**Print Form**

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Elizabeth	DeVonn	Powers	
Home Address - Street	City	State	Postal Code
	Concord	CA	94520
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 4 <a href="#">District Locator Tool</a>			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 1,3,4,5			
Current Employer	Job Title	Length of Employment	
Humanity Way Inc.	Founder, Chief Executive Officer	5 years	
How long have you lived or worked in Contra Costa County? 17 Yers			

Board, Committee, or Commission	Seat Name
Advisory Council on Equal Employment Opportunity	Business or Community Seat
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how many?	

## EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Diablo Valley College	General Education, Psychology	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Nan McKay University	Psychology, Case Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: N/A

Other Trainings Completed:	Family Self-Sufficiency, Case Work	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	EMT, AODS, OMB-Accounting I/II	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No



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

It would be an honor to serve on the Advisory Council on Equal Employment Opportunity (ACEEO) as I am passionate about our community and nonprofit service providers and supporting local businesses as well as their growth. I am equally eager to work on strategies and policies that increase opportunities, ensuring they are presented in an equitable way, and that funds are allocated and utilized properly. It would be a privilege to be a part of a team that improves these processes and work towards making systemic change.

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

I have dedicated over 20 years working in Contra Costa County in workforce services as a service provider in various nonprofit organizations, providing oversight and administration for contracts and programs, and analyzing outcome-based reporting. In these capacities I have developed employment programs for our disadvantaged population and community members. I have had the privilege to partner with local businesses and nonprofit community-based organizations and understand not only their needs but also the needs of those seeking employment opportunities. As a business owner myself, being the founder of Humanity Way, I understand the foundational need that opportunity's are given to each and every individual and not just a limited few. That those available to them ensure fair treatment, while also ensuring employers are compliant with best practices and labor guidelines. It is equally vital that small business enterprises (SBE's) receive reasonable support and accommodations that allow them to remain competitive when applying for funding opportunities and local bids. Historically, I have been a part of multiple RFP Selection Panels, determining how funds are distributed. I am dedicated to helping people, promoting support and sustainable growth within our local economy and my qualifications and work experience align with the needs that this position requires.

I am including my resume with this application:

Please check one: ☐ Yes ☐ No

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

Please check one: ☒ Yes ☐ No

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

WORKFORCE DEVELOPMENT BOARD

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

COMMUNITY ADVISORY BOARD (CAB) FOR AB 109 PUBLIC REALIGNMENT

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

Contra Costa County Workforce Development Board, currently serving  
First Presbyterian Church of Concord Session, currently serving  
Alameda County Workforce Development Board, previously served  
NAACCR - North American Association of Central Cancer Registries, previously served

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ 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?

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship: Contra Costa County (EHSD) STEP-UP Contract



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 and agree 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.

Signed:

*DeVonn Powers*

Date:

2/26/2024

**Submit this application to:** [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us) **OR** Clerk of the Board  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

### **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.

## PROFESSIONAL OBJECTIVE

To continue to build the Humanity Way, Inc. team where my years of experience are utilized to empower, motivate, and support staff in creatively achieving their vision while accomplishing their mission.

## EXECUTIVE LEADERSHIP

### BUSINESS DEVELOPMENT & CONTRACT MANAGEMENT

- 6 years of experience as an Executive Director; serving on the Board of Directors
- 11 years of experience of departmental/division oversight
- 18 years of experience directing/managing multiple contracts and programs
- 17 years of experience in program design and program start-up
- 26 years serving diverse populations

## CORE COMPETENCIES

Strategic Planning & Execution	Fiscal Accountably	Contract Negotiation
Process & System Integration	P&L Management	Grant Writing-RFP Process
Infrastructure & Program Design	Business Development	Public Relations & Marketing
Operational Oversight	Performance Benchmarks	Coalition Building
Leadership Development	Policy Improvement	Accurate Reporting

## RECENT ACHIEVEMENTS

- Established Humanity Way, Inc. non-profit organization in Contra Costa County
- 4.5M revenue growth, 60% increase within 18 months (contract awards), 20 positions added
- Designed and implemented restructuring plan for Workforce Development Department
- 100% retention - Contract renewals for contracts, grants and gifts for exceptional performance
- Established 75+ community-based partnerships with signed Memorandums of Understanding
- Formed, participated & lead multi-agency collaborations for County, City and Federal contracts

## BOARDS/COMMITTEES/AFFILIATES

Contra Costa County Workforce Development Board member, Community Advisory Board member, West County Reentry Success Steering Committee member, Data Evaluation Committee, Site Planning Committee, Rotary Club, Contra Costa County Employment and Human Services Department, Contra Costa County Administrators Office and Probation Department, Solano County Social Services Department, Alameda County, Contra Costa County One Network and NAACCR.

## WORK EXPERIENCE

### 2016 – Present Founder/Chief Executive Officer – Humanity Way, Inc.

Confer with board members to discuss project issues, coordinate activities, resolved problems, collaboratively plan, ensure compliance organizational goals, objectives, mission and participate in strategic planning and execution, establish policies, procedures, operational oversight, analyze budgetary information, financial planning, revenue forecasts, P&L, pursue new funding opportunities.

### 2016 – 2018 Senior Director of Registry Operations – Cancer Prevention Institute of California

Oversight of Cancer Registry federal contracts - Provide overall supervision and oversight of registry resources, ensure contract compliance, collaborate with oncology, researchers and MDs, strategic planning, operating budget of 31M, comprised of 28 employees, 21 direct reports (4 high-level).

### **2012 – 2016 Senior Director of Contract Services – Goodwill Industries**

Oversight of Workforce Development Department - Contracts - (Alameda, Contra Costa and Solano counties) Provide overall supervision, training of management team, confer with the CEO and board members to discuss organizational issues, operating budget of 11M comprised of 52 employees, 5 direct reports.

Fiscally responsible, analyze and maintain budgetary information, financial planning, revenue forecasts P&L oversight of 32M budget, expand agency revenue; ensure maximization of funds, develop new contracts and funding opportunities, grant writing, staff supervision, contract negotiation, RFP proposal preparation and final selection process, project planning and start-up, direct and ensure compliance of contract services and guidelines, establish and maintain alliances with County, State, local government and community-based partnerships, public speaking, program development, redesign and corrective operational processes, ensured contract outcomes, performance levels and deadlines, public presentations and departmental training, leadership development and motivational speaking, develop outcome based and narrative reports, development and submission of funding reports, payment requirements, financial audit of all payroll, billing, program records and process for all cost centers within workforce development.

- *Awards: 2015 CAL PIA Community Partnership award, 2015 Community Service 3-year contract, 2014 Job Services 3-year contract, 2014 F.A.M.E. Welfare-to-Work 3-year contract, 2013 AB109 Bridges-to-Work 3-year contract, 2015 & 2012 STEP-UP 3-year contract and received the CEO award, 2013, 2014 and in 2015 agency stopped giving out this award.*

### **2011 – 2013 Executive Director – Second Step Sober Living, Lodi CA**

Participated on the Second Step Living (Sober living home for men) committee, conferred with committee and board members to discuss project issues, coordinated activities, resolved problems, collaboratively planned, ensured compliance organizational goals, objectives, mission and strategic planning and execution, established policies, procedures and guidelines, project planning and start-up operational oversight, fiscally responsible, analyze and maintain budgetary information, financial planning, revenue forecasts P&L oversight, expand revenue collaboratively established strategies to maximize returns on investments, increase productivity and explore/pursue new funding opportunities, *letter of recommendation available.*

### **2010 – 2012 Intervention Services Departmental Manager – STAND, Concord, CA**

Provide overall supervision, training and management of the Intervention Services Department comprised of contracts with the Richmond Police Department, Antioch Police Department, Concord Police Department, Pittsburg Health Clinic, EHSD Contra Costa County, Chevron, Junior League, Cal-Ema, (Collaborative LGBTQ Rainbow Community Center, Victims of Crime, Community Violence Solutions), and HUD, direct and oversee operations of “transitional housing”.

Fiscally responsible, analyzed and maintained budgetary information, financial planning, revenue forecasts P&L oversight, expand agency revenue; develop new contracts and funding opportunities, grant writing, contract negotiation, RFP proposal preparation and final selection process, project planning and start-up, direct and ensure compliance of contract services and guidelines, establish and maintain alliances with County, State, local government and community-based partnerships, program development, redesign and corrective operational processes, ensured contract outcomes, performance levels and deadlines, public presentations and departmental training, staff oversight, training and development, supervision and staff evaluation, leadership and career development and motivational speaking, develop outcome based and narrative reports, development and submission of funding reports, payment requirements, financial audit of all payroll. Chaired Cultural Competency Committee, member of and presented on several partnering committees: Coalition for Human Trafficking, Home base committee, Homeless/HUD, Contra Costa Employment committee, Rainbow committee.



- *Awards: 2010 LGBTQ STAND-In-Pride 5-year contract, 2010 Domestic Violence EHSD 3-year contract, Pittsburg Health Clinic 1-year pilot project, MOVE Transitional housing*
- *Achievement/s: Designed and started a volunteer trauma-based vocational drop-in center for domestic violence survivor, this center also included on-site children's activity center*

**2007 – 2010 Program Coordinator/Contract Manager – Goodwill, Antioch CA**

Provided overall supervision, training and management to the Welfare-to-Work (WEX) contract, contract negotiation, RFP proposal preparation and final selection process, lead on taskforce with the Executive Team, planned, directed and ensured compliance of contract services and guidelines implemented alliances and acted as a liaison between County and community-based partnerships, ensured contract outcomes, performance levels and deadlines for multiple contracts, hired and provided training and supervision of program staff, fiscally responsible, analyzed, and maintained budgetary information, developed, revenue reports, reviewed and maintained annual financial plans, monitored, profit and loss statements, submitted purchase order requests, developed outcome based and narrative reports development and submission of funding reports, payment requirements, program site reviews, *reference letters from community partners are available.*

- *Awards: 2010 Work Experience 3-year contract, received the CEO Award in 2009 and 2010.*

**2004 – 2007 G.I.F.T. Program Director, Livermore Housing Authority, Livermore CA**

Provide overall supervision, training and management of three (3) contracts – G.I.F.T Program, Family Self-Sufficiency, and Section 8 Home Ownership HUD

Planned, directed and ensured compliance of contract services and guidelines, supervised staff and the maintenance crew, program design and start-up, ensured contract outcomes, performance levels and deadlines for multiple contracts, planned, coordinated and implemented activities, created alliances and acted as a liaison between County, City, State and community-based partnership, operational oversight, provided direct services to domestic violence survivors, low-income, unemployed, mental health consumers, reentry, fiscally Responsible, developed outcome based reports to HUD for all contracts, completed all property management duties, walk-thru, inspections HUD Code, rent collection and evictions, *received two (2) promotions during my employment.*

**2002 – 2003 5150 Designee/Case Manager – Volunteers of America, Sacramento CA**

Served, screened and treated Mental Health consumers, ensured contract outcomes, performance levels and deadlines, planned, coordinated and implemented activities for participants, crisis intervention and deflection, case planning, provided 5150 assessments under the supervision of a clinician for clients in crisis, medication management, medication administration, case management

**1995 – 1998 Counselor/Case Manager I/II & Shift Leader– Turning Point, Sacramento CA**

Served, screened and treated Developmentally Disabled Mental Health consumers, One-on-One counseling sessions, group therapy and ILS workshops, planned, acted as an advocate and liaison between clients and community-base organizations, crisis intervention and deflection,

**EDUCATION/CERTIFICATION:**

2015	OMB Supercircular Cost Principles	Solano County, CA
2014	Non-Profit – OMB 122 Cost Principles	Solano County, CA
2004	Nan McKay University – Certified Family Specialist	Las Vegas, NA
2001	Diablo Valley College – Psychology/Philosophy	Pleasant Hill, CA

**Application Form****Profile**

Lauren

First Name

Middle Initial

Traylor

Last Name

Home Address

Suite or Apt

Pacheco

City

CA

State

94553

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 5

Cisco

Employer

Executive Assistant

Job Title

**Length of Employment**

3 months

**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?**

Lived in CC County for 20+ years

**Are you a veteran of the U.S. Armed Forces?**☐ Yes ☒ No**Board and Interest****Which Boards would you like to apply for?**

Equal Employment Opportunity Advisory Council: Submitted



**Seat Name**

Community 2

**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**

CSU East Bay

**Degree Type / Course of Study / Major**

BA, Communications

**Degree Awarded?**

☒ Yes ☐ No

**College/ University B**

**Name of College Attended**

JFK University

**Degree Type / Course of Study / Major**

MA, Counseling Psychology

**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 have a passion for human resources, inclusion & diversity, and equal opportunity

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

I have worked in the administrative space for 15+ years with 3.5 years working directly in human resources

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 work from home, but have a flexible schedule. I receive 80 hours per year of volunteer time I can provide with approval from my employer

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.

Currently serving as Secretary of the Pacheco Town Council (nonprofit group that runs the Pacheco Community Center and regularly interfaces with the Pacheco Municipal Advisory Council)

---

### 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.

## LAUREN P. TRAYLOR, M.A.

Pacheco, CA 94553 • [lpinnella@gmail.com](mailto:lpinnella@gmail.com) • (925) 708-8273

LinkedIn: <https://bit.ly/laurenttraylor>

Versatile people-centric professional seeks a senior operational role.

**Strengths:** Strategic partnership, program management, community building

### PROFESSIONAL EXPERIENCE

**CISCO, San Jose, CA + Remote**

**January 2023 - November 2023**

**Executive Assistant, ONEx AI Team**

*Serving as administrative partner for executive building AI function for ONEx. Specific areas of responsibility include:*

- Provide daily administrative support to the VP of AI. Conduct heavy calendar management, operationalizing holistic structure, ongoing strategic agility, and space for ad hoc commitments; Domestic and international travel itinerary development and booking; Expense tracking, submissions and team approvals (Concur).
- Partner with CPX Lead Admin to manage executive support structure and pairings; develop CPX Admin Allocation Guidelines.

**GOOGLE, Mountain View, CA + Remote**

**January 2023 - November 2023**

**Executive Business Partner + Administrative Team Lead, Google Search**

*Served as administrative partner for executive overseeing a 1200+ personnel global team within Search. Led team of 11 administrative business partners. Specific areas of responsibility included:*

- Provide daily administrative and operational support to the VP/GM. Conduct heavy calendar management, operationalizing holistic structure, ongoing strategic agility, and space for ad hoc commitments; Domestic and international travel itinerary development and booking; Expense tracking, submissions and team approvals (Concur).
- Indirectly manage 11 Administrative Business Partners; Develop and implement workstreams to ensure alignment, process improvement, team engagement, and professional development; Manage executive support structure and pairings; Participate in promotion calibrations and confidential personnel conversations.
- Plan, propose, and execute administrative support structure shift from contractors to FTEs.
- Plan and execute events for Search & Trust teams in the region (2,000+ attendees).
- Partner with Internal Communications to execute quarterly global all team meetings; Support executive's speaking engagement at Google I/O 2023.
- Partner with HRBP to logistically support confidential personnel matters.
- Partner with Finance to track team budgets, develop team guidelines, and align administrative staff.

**TWITTER, San Francisco, CA + Remote**

**February 2022 - November 2022**

**Employee Onboarding Operations Lead**

*Oversaw operations and facilitation of the company's global onboarding program, #FlightSchool. Onboarded 1600+ new employees and maintained a facilitation score of 91/100 throughout a transitional year for the company. Specific areas of responsibility included:*

- Operated and facilitated weekly global onboarding program, #FlightSchool.
- Managed program communications plan and execution, engaging directly with new hires and stakeholders.
- Partnered with the People Services team to continuously improve employee onboarding experience.
- Designed and managed the global new hire swag program.
- Developed, filmed, and implemented an asynchronous onboarding program for People Org.
- Active member of People Team Culture Committee.

**TWITTER, San Francisco, CA + Remote**

**July 2019 - February 2022**

**Executive Assistant to Chief People Officer**

*Served as a strategic business partner and project lead, managing administrative and operational priorities for an executive overseeing a 500+ personnel global function. Role required maintaining confidentiality and assisting with highly sensitive personnel matters. Specific areas of responsibility included:*

- Provided daily administrative and operational support to the CPO, and ad hoc for some members of her leadership team. Conducted heavy calendar management, adding structure and space for ongoing and ad hoc commitments; Planned all domestic and international travel itinerary development and booking; managed all expense tracking, submissions and team approvals (Concur); managed all People team purchase orders (Jira and Oracle); Indirectly managed team of 2 administrative business partners across the People team, ensuring knowledge transfer and team engagement.
- Developed and executed the People team operational calendar. Prepared and facilitated weekly leadership team stand-up and bi-weekly project deep-dive agendas; Planned and executed monthly org-wide All Hands and newsletters; Organized quarterly leadership summits (mix of virtual and in-person).
- Responsible for People team connection and culture. Created and launched #peopleteam Slack channel with

## LAUREN P. TRAYLOR, M.A.

Pacheco, CA 94553 • [lpinnella@gmail.com](mailto:lpinnella@gmail.com) • (925) 708-8273

LinkedIn: <https://bit.ly/laurenttraylor>

regular content drops to engage and entertain; Designed and launched internal team site (go/peopleteam) to provide easy-to-find information about team structure and strategy; Created and maintained a monthly People Team Onboarding program for all new hires globally; Developed a People Team logo and organized periodic global swag drops; Launched and led volunteer People Team Culture Committee, organizing regular virtual events and engagement activities.

- Oversaw Chief People Officers' ongoing speaking engagements (internal + external). Developed talking points and slide presentations, and handled logistics as needed.
- Engaged with broader Executive Administrative team as a trusted team member. Participated in the Admin Culture Committee, producing global all hands and events; Provided ad hoc interim coverage for executives outside of the People team; Assisted in the development of a new company-wide Admin career ladder; Helped onboard and train new Admin business partners.
- Regularly offered to support ad hoc and ongoing programs. Trained to be a backup facilitator for company-wide virtual onboarding program (Flight School); Supported the People Team Strategy & Operations Team on processes such as annual planning and roadmapping; Onboarded new leaders across the People team.
- Implemented forum for operational team members across the People Team to share best practices and ongoing updates.

### FIRST REPUBLIC BANK, San Francisco, CA

January 2018 – July 2019

#### Executive Assistant to Deputy Chief Banking Officer and Regional Managing Director

*Managed administrative priorities for sales executive with a \$7 billion book of business. Role required maintaining confidentiality while assisting well-known clientele. Specific areas of responsibility included:*

- Provided daily administrative support for Deputy Chief Banking Officer/Regional Managing Director.
- Developed calendar processes and structure. Heavy calendar management, meeting coordination, and large meeting preparation/logistics. Attended meetings as necessary to provide administrative support.
- Recruited, onboarded, trained, and managed additional administrative team member.
- Booked domestic travel (NY, Portland, Jackson Hole, LA) and prepared/managed daily itineraries.
- Managed multiple large email inboxes. Prioritized and delegated client requests.
- Provided white-glove client service regarding loan applications, loan servicing, transaction coordination, etc. Assisted in resolving complex client issues.
- Planned and executed team building events, holiday celebrations, and birthday parties for team of 80 +. Planned and executed offsite interdepartmental mixers (40-100 attendees) in multiple regions.
- Prepared weekly regional sales reports. Consistent knowledge of sales pipeline, client relationships, and loan status.
- Coordinated large team meetings (80+ attendees) and internal Leadership Forum. Prepared/distributed agenda and meeting materials, engaged interdepartmental speakers.
- Managed and coordinated corporate sponsorships with nonprofit organizations.
- Compiled and curated client event invite lists, holiday gift lists, etc.
- Lead and managed various team initiatives (onboarding, seating, trainings, anniversary parties, etc.)
- Took the initiative to document processes and procedures for new and junior team members.
- Maintained confidentiality and assisted with highly sensitive personnel matters.

### FIRST REPUBLIC BANK, Walnut Creek, CA

July 2017 – December 2017

#### Administrative Assistant to Deputy Regional Managing Director (Temporary Contract)

*Provided operational support for sales executives and their lending teams. Specific areas of responsibility included:*

- Provided daily administrative support for Deputy Regional Managing Director and two associates.
- Managed calendars, schedule meetings, and coordinate teleconferences.
- Implemented and managed client lead tracking system. Communicated with clients regarding status updates, applications, loan servicing, transaction coordination, etc.
- Entered and processed expense reports.
- Ordered supplies, managed floor resources, and coordinated office/conference room reservations.
- Planned and executed team building events, holiday celebrations, and birthday parties.

### JFKU OAKLAND COMMUNITY CENTER, Oakland, CA

April 2016 - March 2017

#### Therapist Trainee

*Provided holistic, psychodynamic therapy for individuals and couples. Led weekly therapy group focused on intimacy and relationships. Specific areas of responsibility included:*

- Conducted screening and intake process for individuals, couples, and group members.
- Performed weekly therapy sessions with individual and couples clients. Developed client treatment plans with direct supervisor. Conducted and utilized assessments to apply therapeutic strategies.



## **LAUREN P. TRAYLOR, M.A.**

Pacheco, CA 94553 • [lpinnella@gmail.com](mailto:lpinnella@gmail.com) • (925) 708-8273

LinkedIn: <https://bit.ly/laurentaylor>

- Co-facilitated weekly therapy group focused on intimacy and relationships.
- Completed progress notes for each client/group session in Valant.

### **FIRST REPUBLIC BANK, Walnut Creek, CA**

**July 2013 – April 2016**

#### **Administrative Assistant to Lending Team**

*Provided operational support for the sales team lead and seven loan officers. Specific areas of responsibility included:*

- Heavy client communication of status updates, application packages, and prefilled documents. Maintained privacy of sensitive client data. Assisted clients with service requests including documentation, wires, needs lists, transaction coordination, etc.
- Reviewed loan files and compiled/sent lists to clients for outstanding items. Requested escrow fees, verified employment, ordered evidence of insurance, and verified identification of borrowers.
- Entered and processed expense reports.
- Ordered supplies, managed floor resources, and coordinated office/conference room reservations.
- Planned and executed team building events, holiday celebrations, and birthday parties.

### **LAW OFFICE OF MARY C. WHIPPLE, San Ramon, CA**

**August 2008 – July 2013**

#### **Office Manager**

*Implement and oversee operations for boutique family law firm. Specific areas of responsibility included:*

- Handled client service requests, case management, attorney calendars, and hearing/trial preparation.
- Drafted and sent correspondence to opposing counsel, court clerks, and clients. Prepared judicial council forms.
- Developed and implemented new client intake forms/process, firm database, and file archive. Created and maintained client trust account ledger.
- Organized and completed all mass mailing projects, including monthly billings.
- Ordered office supplies and completed errands for office needs.

## **EDUCATION**

### **John F. Kennedy University, Pleasant Hill, CA**

**June 2017**

Master of Arts, Counseling Psychology – Holistic/Transpersonal Psychology

### **California State University, East Bay, Hayward, CA**

**June 2010**

Bachelor of Arts, Communications, Cum Laude

## **INTERNSHIP & COMMUNITY SERVICE**

### **Secretary, Pacheco Town Council, Pacheco, CA**

**April 2023 – Present**

### **Community Affairs Intern, KTVU FOX 2, Oakland, CA**

**August 2009 – December 2009**

### **State Director of Music, California Rainbow for Girls**

**May 2009 – December 2018**

Lead annual choir, instrumental ensemble, and leadership events for teen girls.

## **SKILLS**

Advanced proficiency in MS Office, Google Apps, Zoom, Slack, Concur, and iMovie. General knowledge of JIRA, Absorb, Tableau, Workday, and Asana.

**Application Form****Profile**

Lynette

First Name

J

Middle Initial

Hart

Last Name

Home Address

Antioch, CA, US

City

Suite or Apt

CA

State

94509

Postal Code

Primary Phone

Email Address

**District Locator Tool****Resident of Supervisorial District:**☒ District 5

Retired

Employer

Human Resource Manager

Job Title

**Length of Employment**

22 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?**

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?**

Equal Employment Opportunity Advisory Council: 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 San Francisco

Degree Type / Course of Study / Major

---

Organizational Behavior and Leadership

Degree Awarded?

---

☐ Yes ☐ No

College/ University B

Name of College Attended

---

UC. Berkeley

Degree Type / Course of Study / Major

---

Human Resources Certification

Degree Awarded?

---

☐ Yes ☐ No

---

College/ University C

Name of College Attended

---

Stanford University

Degree Type / Course of Study / Major

---

Diversity, Equity and Inclusion Certification

**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 a long time HR professional and would like to apply my education and experience to help build fair, equitable consistent practices throughout the county in the areas of the board's purview.

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

See resume

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.

Volunteer -Opportunity Junction assist students with interview and applying for jo skills. I also volunteer with various law enforcement agencies to tutor entry level and senior police officers for promotions or hire.

---

### 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.

## **LYNETTE HART**

□ (925) 286-1725 □ ljasinehart@yahoo.com

### **HUMAN RESOURCE PROFESSIONAL**

Envisioning and implementing fresh new ideas and proactive solutions to complex business challenges

Dedicated, trusted, ethical, results-oriented Public Sector Professional with 24 years' experience successful at process management to meet your strategic initiatives. Extensive experience working with private and public employers in managing personnel, and administrative functions. Detail-oriented analytical, initiative, judgment, discretion, confidentiality, and the ability to make independent decisions within compliance with federal and state laws. A wealth of experience acquired working with the public and the private sector in multi-union environments.

### **SUMMARY OF HUMAN RESOURCE SKILLS**

Job Analysis-Recruitment Selection-Examination Development-Employee Management~ Labor Relations Customer Service Manager-Training & Development~ Budgets-Diversity & Inclusion~ Classification and Compensation~ Investigations~ Grievances~ Risk Management  
Leave Management~ Organizational Development ~Performance Management  
Mediation & Advocacy~ HR Policies & Procedures ~Staff Recruitment, Retention and Development  
Employee Relations~ Benefits Administration~ Management Mentor~ HR Program/Project Management~ Orientation & On-Boarding~ HRIS Technologies~ Legal Compliance  
Trusted advisor to Executive Management

### **PROFILE OF EXPERIENCE**

**CITY OF OAKLAND- POLICE DEPARTMENT 3/7/22- 11/22/23**  
**POLICE SERVICES MANAGER - (1074 EMPLOYEES)**

As a civilian manager at the Police Department, I directed the activities of all subordinate civilian employees in the support of all Human Resource related activity for professional and sworn staff. I managed twelve staff members in the areas of payroll, workers compensation, recruitment, classification and compensation, risk management, labor relations, personnel transactions and benefit administration. Currently, I am assigned to the Records Division, I have three supervisors whom report directly to me. This unit has 25 staff members who work a 7/24-hour rotating schedule. We manage all crime reports, subpoenas, tow issues, Clery Requests, redactions, public records and warrant processing for the entire police department. In my role as a Police Services Manager, I assist executive management in the development of goals, objectives, policies and procedures; direct the implementation of goals, objectives, policies, procedures and work standards for the division. Daily I respond to inquiries and resolve complaints related to division matters; interpret and explain laws and procedures to City staff and the public.

**CITY OF BERKELEY 9/27/21-3/4/22**  
**HUMAN RESOURCE MANAGER - (1535 EMPLOYEES)**

As the Human Resources Manager for the City of Berkeley I was responsible for the supervision of professional, paraprofessional and clerical staff. The employees worked in multiple programmatic areas such as recruitment and selection, classification and compensation, HRIS, and workforce planning.

- Prepared written responses and directed necessary actions to resolve matters identified by City departments, the City Manager, employee organizations or individuals.
- Planned, organized, supervised, reviewed and evaluated the work of assigned staff; provided opportunities for staff training and development.
- Planned, organized, directed and provided policy guidance and review of day-to-day work and special projects or assignments within the designated program areas.

# **LYNETTE HART**

□ (925) 286-1725 □ ljasinehart@yahoo.com

## **HUMAN RESOURCE PROFESSIONAL**

Envisioning and implementing fresh new ideas and proactive solutions to complex business challenges

Dedicated, trusted, ethical, results-oriented Public Sector Professional with 24 years' experience successful at process management to meet your strategic initiatives. Extensive experience working with private and public employers in managing personnel, and administrative functions. Detail-oriented analytical, initiative, judgment, discretion, confidentiality, and the ability to make independent decisions within compliance with federal and state laws. A wealth of experience acquired working with the public and the private sector in multi-union environments.

## **SUMMARY OF HUMAN RESOURCE SKILLS**

Job Analysis-Recruitment Selection-Examination Development-Employee Management~ Labor Relations Customer Service Manager-Training & Development~ Budgets-Diversity & Inclusion~ Classification and Compensation~ Investigations~ Grievances~ Risk Management  
Leave Management~ Organizational Development ~Performance Management  
Mediation & Advocacy~ HR Policies & Procedures ~Staff Recruitment, Retention and Development  
Employee Relations~ Benefits Administration~ Management Mentor~ HR Program/Project Management~ Orientation & On-Boarding~ HRIS Technologies~ Legal Compliance  
Trusted advisor to Executive Management

## **PROFILE OF EXPERIENCE**

**CITY OF OAKLAND- POLICE DEPARTMENT 3/7/22- 11/22/23**  
**POLICE SERVICES MANAGER - (1074 EMPLOYEES)**

As a civilian manager at the Police Department, I directed the activities of all subordinate civilian employees in the support of all Human Resource related activity for professional and sworn staff. I managed twelve staff members in the areas of payroll, workers compensation, recruitment, classification and compensation, risk management, labor relations, personnel transactions and benefit administration. Currently, I am assigned to the Records Division, I have three supervisors whom report directly to me. This unit has 25 staff members who work a 7/24-hour rotating schedule. We manage all crime reports, subpoenas, tow issues, Clery Requests, redactions, public records and warrant processing for the entire police department. In my role as a Police Services Manager, I assist executive management in the development of goals, objectives, policies and procedures; direct the implementation of goals, objectives, policies, procedures and work standards for the division. Daily I respond to inquiries and resolve complaints related to division matters; interpret and explain laws and procedures to City staff and the public.

**CITY OF BERKELEY 9/27/21-3/4/22**  
**HUMAN RESOURCE MANAGER - (1535 EMPLOYEES)**

As the Human Resources Manager for the City of Berkeley I was responsible for the supervision of professional, paraprofessional and clerical staff. The employees worked in multiple programmatic areas such as recruitment and selection, classification and compensation, HRIS, and workforce planning.

- Prepared written responses and directed necessary actions to resolve matters identified by City departments, the City Manager, employee organizations or individuals.
- Planned, organized, supervised, reviewed and evaluated the work of assigned staff; provided opportunities for staff training and development.
- Planned, organized, directed and provided policy guidance and review of day-to-day work and special projects or assignments within the designated program areas.



**CITY OF SAN BRUNO 4/20/2021- 9/2021**

**HUMAN RESOURCE MANAGER CONSULTANT- (246 EMPLOYEES)**

- Provided senior level advice and guidance to hiring managers and senior management team to ensure recruitment efforts are aligned to organizational goals and departmental needs.
- Set the standards for process improvement that are value-driven, legally compliant, and cost effective.
- Conducted, oversee, and trained staff to perform full-cycle recruitments, including the review of selection plans, prepare/approve job announcements and interview questions, determine applicant sourcing methods, review applications, facilitate interview processes, review interview result summaries, oversee selection of eligible candidates for employment, and perform job offers and salary negotiation.
- Performed workforce analytics and to identify and promote talent acquisition and retention best practices.
- Ensure compliance with applicable employment laws, rules, regulations and standards.
- Facilitate meetings with Subject Matter Experts (SMEs), create surveys and data gathering tools, and conduct job analyses for developing employment selection tools;

**WEST COUNTY WASTEWATER 10/26/2020- MARCH 2021**

**HUMAN RESOURCES MANAGER (73 EMPLOYEES )**

As the Human Resources Manager I was responsible for overseeing, administering, supervising, and participating in day-to-day human resources activities supporting District management and staff in the areas of recruitment and selection, classification, salary and benefits administration, labor relations, employee development, risk management, leave management, reasonable accommodation and the interactive process under ADA, worker's compensation, personnel records management, and personnel policies and procedures administration.

**CITY OF OAKLAND 1/3/2017-10/24/20**

**HUMAN RESOURCES SUPPORT SERVICES SUPERVISOR (800 EMPLOYEES PUBLIC WORKS DIVISION )**

I have responsibility for day to day personnel management, worker's compensation, recruitment, payroll and labor issues for the department as well as direction over assigned staff in Human Resources, Payroll, and Worker's Compensation; supervise and participate in the preparation of complex reports; workplace investigations, organizational development programs, develop and administer comprehensive policies and procedures; manage labor related matters on behalf of the department; responds to inquiries and advises management on issues of a sensitive / confidential nature also train assigned staff as need.

- Provide consultation to department management staff on organizational and personnel performance issues and problems; on disciplinary procedures, conduct investigations, contract interpretation, grievance issues, personnel rules, and related personnel issues. Ensure departmental compliance with City policy and procedure. Prepare and/or review analytical reports for the City Administrator, City Council or Commissions; collect analyze, and interpret a wide variety of employment-related information and data
- Conducted employment test validation, job analysis along with creating robust recruitment practices and procedures. Worked with managers to implement pre and post-employment examinations that are valid, job related and a business necessity.
- Perform a broad spectrum of personnel-related duties including departmental classification issues, management of the departmental sick and injury program (including attendance management); monitors commercial drivers including DMV Pull Notice Program and drug/alcohol testing. Serve as a technical resource for management on worker compensation claims and the transitional duty program.
- Function as department liaison with Employee Relations on labor-related issues, facilitate communication with unions including union releases, grievance assignment and review, last chance agreements, job specification changes and day to day labor issues; as well as provide direction to management supervisors and staff on labor-related matters.
- Develop and recommend human resource related training programs in accordance with Division/Department needs and in accordance with federal and State mandates, responsible for performance appraisal process appeals, training and advising staff on requirements for probationary employees, including rights before the Civil Service Board on probationary releases.
- Plan, organize, assign, direct, and supervise the agency's payroll function and assigned staff to ensure compliance with City policies and procedures.
- Coordinate training of agency staff regarding payroll procedures, benefits, union contracts, personnel rules, and disciplinary policies and procedures.
- Ensure compliance with the City's policy and procedure.
- Provide guidance and direction to administrative staff regarding conducting recruitments and implementing or creating selection processes; act as a liaison to Department of Human Resources Management regarding departmental recruitment, selection processes and examination development.

- Review, monitor, and coordinate the work of assigned staff; conduct performance evaluations and recommend merit step awards or disciplinary action as necessary; participate in the selection of new employees.

**BAY AREA RAPID TRANSIT DISTRICT 10/2007-10/2016**  
**SENIOR HUMAN RESOURCES ANALYST (3200 employees multi-union environment)**

- Evaluated and performed a variety of analytical tasks in processing personnel requests in the areas of recruitment, testing and selection, classification and compensation, and benefits administration.
- Multi-faceted and extremely competent with the entire full life-cycle recruiting from opening a requisition, coaching interview teams, sourcing, identifying, qualifying, gathering feedback, negotiating offers to on-boarding new hires.
- Ability to develop and implement targeted candidate acquisition strategies that actively contribute to the successful recruitment of professionals in various areas including administrative, professional, engineering and technical.
- Partnered with Hiring Managers to design and implement recruitment strategies to attract qualified candidates from targeted groups. Created and implemented an interactive post-interview debriefing process for internal BART applicants. Established and maintained productive and collaborative relationships with a variety of District stakeholders.
- Prepared reports, presentations, and documentation; maintained accurate records and files. Responded to employee requests and public inquiries in a courteous manner; provided information within the area of assignment; resolved complaints in an efficient and timely manner. Interpreted and explained human resources policies, procedures, rules and regulations to District staff. Continuously maintained confidentiality and remained sensitive to the issues and concerns of others.
- Timely resolution of issues identified, Coordinating decisions and actions with executive management, obtaining approval of specifics related to the approach and work plans, Ensuring completion of project milestones. Communicating between work teams and stakeholders, Identifying and quantifying change management issues and impacts
- Stayed abreast of new trends, legislation, and innovations in the field of human resources. Provided assistance in the interpretation of Human Resources program policies, procedures and made recommendations as appropriate.
- Under the general direction of the department manager, I developed and participated in the implementation of goals, objectives, policies, and priorities for assigned areas of responsibility; recommended and administered policies and procedures.
- Planned, directed, coordinated and reviewed the work plan for assigned staff; assigned work activities and projects; reviewed and evaluated work products, methods, policies, and procedures; met with staff to identify and resolve problems. I supervised the work of contracted professional services in the areas of responsibility.
- Responded to difficult, sensitive, controversial, and in some cases, hostile inquiries and complaints from citizens and/or employees.
- Worked with all District departments to negotiate and resolve sensitive and controversial issues using persuasive techniques involving significant coordination of resources and resolution of problems.

**CITY OF ANTIOCH 03/2004-10/2007**  
**ADMINISTRATIVE ANALYST (Human Resource Generalist) (500 employees)**

- Managed a team of HR professionals in serving over 500 full-time employees and over 100 part-time employees in a variety of work locations.
- Acted in the capacity as the department Human Resource Manager, while a search was conducted for a new Human Resource Manager.



- Developed strong partnerships with organizational leaders and union representatives to develop proactive workforce planning, succession models, and strategic recruitment & selection methods  
Agency Subject Matter Expert and central point of contact for all benefit plans, programs, and policies, including insured benefits, leaves of absence, and claims management. Responsible for ongoing benefit operations including enrollment and eligibility management, documentation, benefit program implementations, employee/participant communications, compliance, and benefit provider relationships. Also responsible for monitoring legislation, industry and competitor trends, as well as employee needs, and propose benefit changes or enhancements as appropriate.
- Administered and coordinated employee medical, dental and vision plans; conferred with Public Employees Retirement System for new employee enrollments and impending retirements; fielded questions for retirees as it related to their benefits; various contracts including benefits consulting services and group benefit provider contracts; interpreted plan policy and procedural requirements; responded to employee questions or complaints; attempted to mediate benefit issues between employee and providers. Assisted in the development of VEBA accounts with PARS, to help defer costs medical after retirement for existing employees.
- Successfully coordinated annual organization-wide wellness events in collaboration with external benefits partners- such as wellness fairs, lunchtime walks, fitness clubs, after-hours yoga, brown-bag health seminars, on-site massage and EAP seminars regarding family emotional wellness, financial planning, legal advice, etc.
- Performed labor relations activities, conflict resolution, including employee discipline, employer/employee negotiations, and the administration of collective bargaining agreements.
- Conducted preparatory research on contract and bargaining matters for labor negotiations, including surveying prevailing wages, benefits and working conditions, and analyzing labor proposals. Was a member of all City of Antioch negotiating teams.
- Prepared and presented staff reports and other necessary correspondence.
- As the City of Antioch Training Coordinator, I was responsible for delivering training and procuring subject matter experts to deliver training to the different employee groups. I sat in on training sessions to ascertain their effectiveness and implemented recommended changes as suggested by employee evaluations and by executive management.
- Researched software and made the final recommendation of purchase to track various training of employees and departments. I also was responsible for tracking training and notifying the employee and department of training deficiencies. In addition, I also created training paths for employees to obtain certification that was tied to salary increases upon completion.
- Coordinated specialized leave programs such as FMLA, SDI, Catastrophic Leave and benefits continuation during such leaves. Prepare and disseminated benefit literature to City Staff. Reviewed benefit publications to stay abreast of legislative changes, new policies, rules and regulations. Evaluated and made recommendations on various benefit options to identify the programs that most benefit city staff. Also designed and coordinated benefit fair with all existing and new benefit providers for city staff prior to yearly open enrollment. Conducted new employee orientations for new hires and created an interactive exit interview process for all employees.
- Oversaw and participated in the preparation and administration of various City-wide programs, policies, or procedures relating to human resources operations and activities; recommended new or made changes in existing policies and procedures.
- Managed the maintenance of centralized personnel records; ensured records are accurately updated and in compliance with mandated rules and regulations.
- Participated in the development and management of the department annual budget; participated in the forecast of funds needed for staffing, equipment, materials, and supplies; monitored expenditures; initiated adjustment requests as necessary.

## EDUCATION

**University of California at Berkeley**  
**Human Resources Certification Program**

**University of San Francisco**

**Bachelor of Arts in Organizational Behavior and Leadership**

**Stanford Graduate School of Business**

**Leverage Diversity, Equity & Inclusion for Organizational Excellence  
Certification**

**Colin Powell-ICMA High Performance Leadership Academy**

**Completed SPHR Certification Course**

**Professional Accomplishments**

**Oakland Police Department (OPD)**

Created and implemented Mission Statement for the Professional Development Wellness Unit

Created and implemented Officer Referral Bonus plan; created application documents and guidelines for program

Created ten-week Professional Development Leadership Academy and curriculum for Professional Staff to aid in succession planning as well as development of the department's new emerging leaders

Brought R&B Grammy Award Singer Lenny Williams of Tower of Power to sing the National Anthem at Annual Awards Ceremony

Created comprehensive strategy utilizing technology and incentive plan (for staff) to reduce backlog of reports after city wide ransomware attack

I reached out to and began discussions with California State Representative Barbara Lee's Office to obtain part of a \$28 million-dollar, four-year grant to create a 24-hour childcare center for the first responders who work for the Oakland Police Department. In addition, this will assist with the recruitment and retention of female officers as part of the nationwide 30x30 initiative. The 30x30 initiative is a nationwide endeavor whereby the year 2030 at least 30% of sworn staff at all police departments will be female.

Researched and began initial conversations with Bonneville International, a multi-media and marketing solutions company that has partnered with the department to begin a National Recruitment Ad Campaign. This is to help brand OPD and aid in recruiting Police Officers, Police Dispatchers and Professional Staff to the department

### **City of Antioch**

Created and implemented a referral bonus plan to recruit, hire and retain police officers for the City of Antioch.

Created innovative new employee onboarding quarterly event. The program included a bus ride through the city with two local historians as tour guides, lunch Q &A with the City Manager, various department heads and staff about the work culture and serving the community of Antioch.

Created and implemented City Wide Diversity Recruitment Plan to bring more women and people of color to the City of Antioch. The city of Antioch demographics were 20% people of color. The plan was broadly for the bringing diversity to the police department. When the plan was launched the City of Antioch had less than 2% of staff were people of color; one African American male Officer, zero Asian Officers, and three Latin Officers.

When I exited the City of Antioch, my plan tripled the African American Officers, Two Asian Officers and six more Latin Officers had joined the force. There were also many diverse hires in professional positions as well.

### **San Francisco Bay Area Rapid Transit (BART)**

Created and implemented the BART Engineering 10-week Summer Internship Program, which remains today a college pipeline of diverse students. From this program a new classification, Junior Engineer was created.

This program hires students from college and places them into a rotation through all engineering departments, creating a mutual beneficial "fit" with the young engineers. This program was recognized by President Barack Obama's Transportation Secretary, Ray LaHood, as a model for other transportation agencies across the country.

Created Interview Guidelines preamble document for all interview panels to assist in a legally defensible interview process

Created Interview Scoring guidelines with scoring matrix for each interview question to lessen subjectivity in scoring applicants, motivate discussion, and encourage consistency

Created and implemented application and interview process Debriefing Program for internal applicants only, in collaboration with our legal team. This became a retention strategy and also helped internal employees improve and learn how to be successful in the lateral and promotional processes. In addition, I created interview and resume clinics quarterly for current employees.

In 2014 I created a fundraiser for the BART Police Department, Kupcakes for Kidz. I went to 15 bakeries and partnered with them to donate a minimum of three dozen cupcakes. The Police Officers sold the cupcakes and raised money to take children in the bay area Christmas shopping. The first year the event was launched I helped the BART Police Department raise over \$3000.00. The department continues this fundraiser every year to bolster their commitment to the communities they serve.

2008-2016, I was the Summer Employment Facilitator for students' grade 10th grade-12th grade. I was the mentor and located work assignments and supervisor of all participating students. Each summer we hosted at least 40 students.

### **Community Service**

Taught career choices workshop at McClymonds High School, Oakland California African American Male Achievement program.

I teach interview preparation classes for nonprofit Opportunity Junction of Antioch California as needed. This organization assists disadvantaged adults who are recovering from drugs, homelessness, domestic violence and other issues that have kept them unemployed. I teach them how to dress, speak and conduct themselves during the job search process and how to maintain employment once they get a job.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-1103

**Agenda Date:** 4/15/2024

**Agenda #:** 3.

### EQUITY COMMITTEE

Meeting Date: April 15, 2024

Subject: REPORT on Annual Progress of the Racial Justice Oversight Body (2023)

Submitted For: Esa Ehmen-Krause, Chief Probation Officer

Department: Office of Reentry & Justice (ORJ), Probation Department

Referral No:

Referral Name: Referral on Racial Justice Oversight Body

Presenter: Christopher James, W. Haywood Burns Institute

Contact: Patrice Guillory, ORJ Director, 925-313-4087

### **Referral History:**

In April 2016, the Board of Supervisors (BOS) accepted recommendations from the Public Protection Committee to form a 17-member Racial Justice Task Force and then appointed members to this Task Force in September 2016. After Resource Developments Associates was awarded a contract by the County in February 2017 to provide facilitation and data analysis services, the Racial Justice Task Force was convened from April 2017 through June 2018. During this time the Task Force reviewed data on local criminal and juvenile justice systems and processes, discussed best practices and emerging practices to address racial disparities in those systems and processes, and ultimately developed a set of recommendations that would help the County reduce the identified disparities.

In July 2018, the Board of Supervisors adopted the "Racial Justice Task Force - Final Report and Recommendations" (see Attachment B) with the exclusion of recommendations #18 and #19. The first recommendation called for the establishment of a Racial Justice Oversight Body (RJOB) that would "meet on a quarterly basis" to "oversee the implementation of the recommendations" and provide the County with a report of its activities "on an annual basis." Based on this recommendation, in November 2018 the Public Protection Committee nominated individuals for appointment to the RJOB, and on December 4, 2018, the Board made the appointments.

### **Referral Update:**

After the Office of Reentry and Justice staff concluded a contractor solicitation process, on April 16, 2019, the Board of Supervisors approved the execution of a contract with the W. Haywood Burns institute (BI) to provide committee consulting and development services for the Racial Justice Oversight Body (RJOB).

In this role, BI was contracted to perform the following services:

Support meaningful participation by all members and efficient and effective decision making;

Create a structure that will allow the RJOB to achieve its objectives;

Assess progress toward two-year work plan for the RJOB, and facilitate RJOB meetings and activities in a way that ensures engagement and participation among RJOB membership in order to meet the Body's objectives;

Engage and support stakeholders in their efforts to implement recommendations of the Racial Justice Task Force;

Provide the RJOB with research support and subject-matter expertise in areas related to racial justice, criminal and juvenile justice reform, and community engagement;

Produce and present a final public report detailing the RJOB's progress in addressing racial and ethnic disparities of the local criminal and juvenile justice systems;

In July 2019, BI convened the first quarterly RJOB meeting. Since then BI has helped the body develop Bylaws, structure itself into three subcommittees that have met monthly and bimonthly, and assisted each subcommittee in working toward their objectives as identified in their work plans. Additionally, BI has provided a status report detailing the progress the RJOB has made to date (Attachment A).

**Recommendation(s)/Next Step(s):**

ACCEPT a report from the W. Haywood Burns Institute on the progress and activities of the County's Racial Justice Oversight Body in 2023, and provide direction to staff as needed.

**Fiscal Impact (if any):**

There is no fiscal impact.

The background is a vibrant, abstract composition of various geometric shapes, including circles, ovals, and elongated rectangles, in shades of blue, orange, green, and purple. These shapes are scattered across the frame, creating a dynamic and colorful pattern. In the center of the image is a large, solid white circle. Inside this circle, the text "RJOB PROGRESS REPORT" is written in a bold, black, sans-serif font, centered horizontally and vertically. Below the text is a short, solid black horizontal line.

# RJOB PROGRESS REPORT

---

# WHAT IS THE RACIAL JUSTICE OVERSIGHT BODY?

The Racial Justice Oversight Body (RJOB) was established in 2018 following the Board of Supervisors adoption of the Racial Justice Task Force's (RJTF) recommendations for improving racial equity within the County's justice system.

From April 2017-June 2018, RJTF met monthly to review local justice system data and assessed best and emerging practices for addressing racial disparities.





## WHAT IS THE RACIAL JUSTICE OVERSIGHT BODY? (CONT.) *RJTF* *FINDINGS PRESENTED TO BOS, JULY* *2018*

The Task Force found disparities across the local justice system after review of data from law enforcement agencies, criminal and juvenile justice system. The highlighted findings included:

1. Higher arrest rates for Black youth and adults drive disparities in County juvenile and criminal justice processes in 2014
2. Black and Latino youth were more likely than White youth to be placed in custody, both pre- and post-adjudication
3. Differences in the rate of disparity across cities indicated that different local contexts drive these disparities.
4. A higher proportion of Black and Latino defendants have sentence enhancements, due to characteristics of charges and/or defendants
5. Black adults in Contra Costa County were more likely than Latino or White adults to be detained pre-trial
6. In 2014, Black youth were sent to secure confinement at a higher rate than all other races; relative to being a ward of the Court, Hispanic youth were securely confined at a higher rate.
7. Changes to County jury selection processes have increased disparities in who services on juries in Contra Costa County.

# RJOB'S MISSION

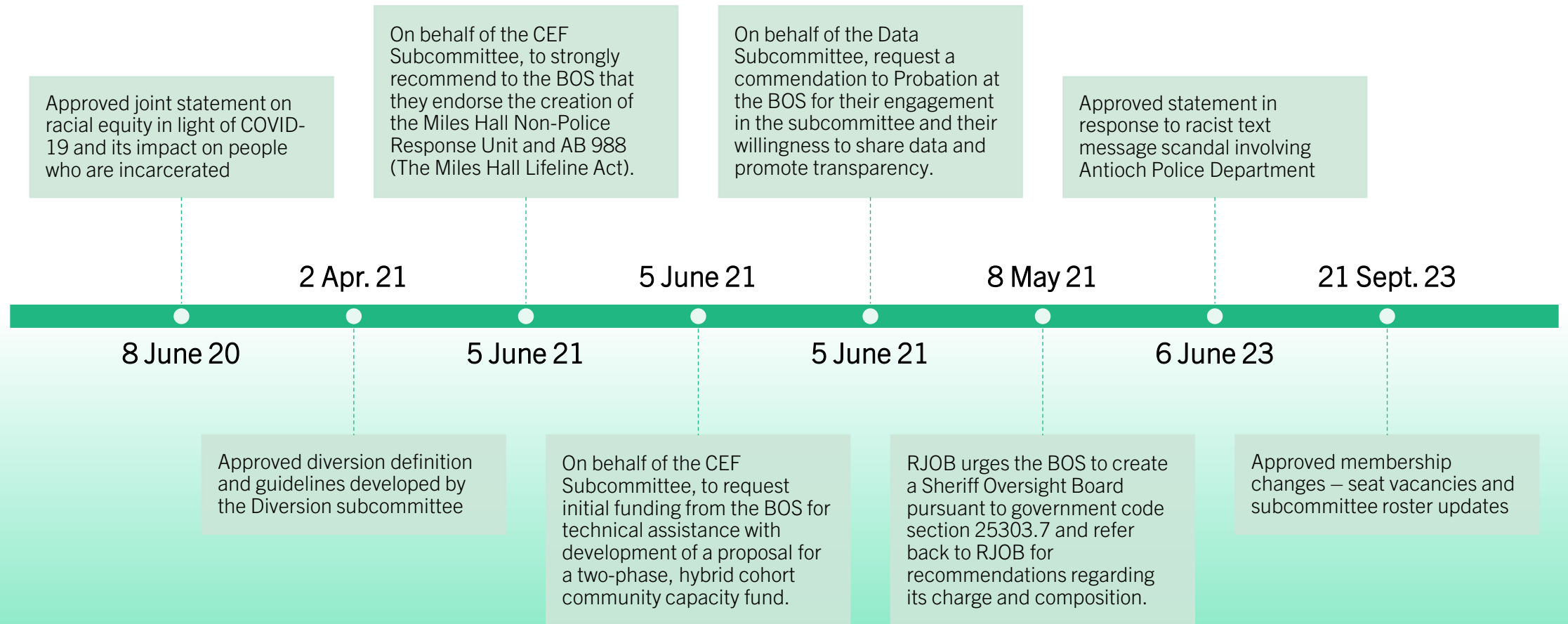
In adherence to the RJTF's oversight and accountability recommendations, RJOB was assembled in 2019 with the objective to:

1. Prioritize and implement the RJTF recommendations
2. Establish subcommittees of RJOB members who bring expertise in and commitment to the topic areas
3. Develop subcommittee workplans

The full body currently meets quarterly and reports to the BOS on an annual basis. Subcommittees meet monthly.



# RJOB ACTIONS TO DATE





# RJOB'S ACTIVITIES & ACCOMPLISHMENTS TO DATE

## Community Engagement and Funding Subcommittee

- Establishing guidelines for a community capacity fund for reentry Community Based Organizations
- Strategizing to build a Youth Advisory Council
- More accessibility to public members
- Co-hosting community forum with Data Subcommittee (2022)
- Preliminary planning for Youth Advisory Council proposal (2022)

## Data Subcommittee

- Development of decision points matrix
- Collection of current data from Probation, Sheriff's Office, County of Education
- Proposed development of commendation for participating agencies
- Conducted analyses drawing from CA DOJ data
- Receiving and sharing Probation, COE, and Sheriff's data
- Supporting/promoting county race/ethnicity data website
- Supporting/making data requests, written as well as via Zoom, to local county agencies/organizations

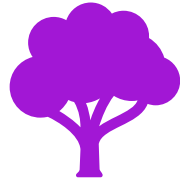
## Diversion Subcommittee

- Completed a list of all current diversion programs
- Developed a definition of diversion and a list of guidelines for countywide use
- Diversion program staff presentations
- Development of preliminary recommendations
- Developing list of offenses excluded from diversion meant to expand eligibility (2022)
- Developing pilot program to receive direct feedback about student needs in West Contra Costa Unified School District (2022)

# RJOB ACTIVITIES 2023



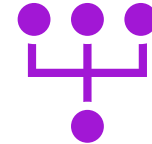
Public Statement in response to racism scandal in Antioch



Support and development of community healing spaces



Request for more clarity on role in implementation of the RJTF's Recommendations



Continuing to develop dialogue between RJOB and Board of Supervisors/subcommittees



# RJOB SUBCOMMITTEE GOALS/OBJECTIVES 2024

The RJOB has worked diligently to understand the various issues surrounding racial equity in the Contra Costa County justice system. Much of this work has been divided among three subcommittees:

## Community Engagement and Funding Subcommittee

- Build stronger community participation/connections to ensure community voice is centered in RJOB work
- Establish formal partnerships with community-based organization to provide greater capacity for programming and services
- Establish a community capacity fund to build the capacity of community-based organization



# RJOB SUBCOMMITTEE GOALS/OBJECTIVES 2024 (CONT.)

## Data Subcommittee

- Work with County criminal justice agencies and local law enforcement to improve the collection of individual level data on all encounters within the justice system
- Review and publish race-specific data for the purposes of improving transparency and accountability
- Support analyses of interventions to measure efficacy and assess impact on racial disparities

## Diversion Subcommittee

- Recommend countywide criteria and protocols for formal and informal diversion. The recommendations shall be evidence-based and follow established best practices
- Separate recommendations to be developed for adult and juvenile populations



## RECOMMENDATIONS



Recalibration and/or reconfiguration of the RJOB for more autonomy and impact



Invite Equity Committee/BOS to spring Quarterly Meeting



Continuing to build direct partnerships with Justice System partners



The background of the slide is a dark, textured surface covered with numerous 3D question marks. These question marks are rendered in a dark grey or charcoal color, giving them a three-dimensional appearance with visible shadows and highlights. In the center-left of the image, there is a large, semi-transparent teal circle. Inside this circle, the word "QUESTIONS?" is written in a bold, black, sans-serif font. Below the text, there is a short, solid black horizontal line.

**QUESTIONS?**

---

Contra Costa County  
Racial Justice Oversight Body  
Final Project Report (2023)

## **Introduction**

The W. Haywood Burns Institute (BI) was established to provide local jurisdictions with practical, proven approaches for reducing racial and ethnic disparities (R.E.D.). For over 15 years, the BI has successfully worked with jurisdictions in more than 40 states to reduce R.E.D. by leading traditional and non-traditional stakeholders through a data-driven, community-informed, and consensus-based process. It is the BI's experience that local jurisdictions can implement successful and sustainable strategies that reduce R.E.D. by examining key decision-making points within the justice system.

The purpose of this report is to provide feedback on the progress and potential of the Racial Justice Oversight Body to promote equity and reduce R.E.D. in Contra Costa County. This report is not intended to be a comprehensive assessment of Contra Costa County's racial equity work nor a full assessment of whether and to what extent R.E.D. exists within the county. Rather, this report is intended to share observations and recommendations with Contra Costa County to guide the RJOB's work with an equity lens.

## **Structure**

The Racial Justice Oversight Body (hereinafter 'RJOB' or 'Body') is comprised of 18 overall members, including nine community representatives that include representatives of local community-based organizations (CBOs) and nine representatives from specified local County agencies. It is quite rare for the Burns Institute to see such an even representation of system and community stakeholders, an approach we consistently advocate for, but which is usually not fully executed (the court is one of the nine County agency members and hold the seat as a non-voting member). In keeping with this composition, we encouraged the Body to elect two co-chairs, one a community stakeholder and one a systems stakeholder. In 2023, the Body duly elected Ellen McDonnell of the Contra Costa County Public Defender's Office and Chala Bonner of the Safe Return Project as co-chairs.

Additionally, the RJOB has three subcommittees which meet monthly to allow for more intensive and subject-matter specific action in their respective areas. Those subcommittees are as follows:

- Community Engagement & Funding (CEF) Subcommittee, chaired by Melvin Willis of the Contra Costa County Racial Justice Coalition (Ronell Ellis is interim chair as of January 2024)
- Data Subcommittee, chaired by Chala Bonner of the Safe Return Project
- Diversion Subcommittee, chaired by Stephanie Medley of the RYSE Center

During an abbreviated meeting schedule over the course of 2023, the Community Engagement & Funding Subcommittee as well as the Diversion Subcommittee both met a total of two times, while the Data Subcommittee met a total of three times.

### **Background**

2023 was a particularly irregular year for the RJOB. First of all, due to term limits and the expiring membership of various community seats as well as changes to the attendance requirements, the RJOB did not begin meeting until April of 2023. Furthermore, the RJOB found itself in the precarious position of needing to craft responses and field community input regarding the racist text message scandal involving the Antioch Police Department. These developments dominated all meeting discussions for a significant period of time, and even had an impact on the meeting schedule. The subcommittees did not meet for the first few months after meetings resumed because the full body wanted to focus on crafting language responding to the scandal as well as discussing next steps.

As the year wore on, requirements to attend meetings in person, something that hadn't been required since the onset of COVID-19, resulted in multiple cancellations due to lack of quorum. Key members also faced a series of personal challenges, leading to an eventual pause of the CEF Subcommittee after August through the end of the year. In addition to the logistical and other issues, burnout likely played a significant role as questions of the true role, responsibilities, and authority of the RJOB to impact change in the County persisted throughout the year.

### **Observations and Findings**

#### **I. Activities and Accomplishments**

The full RJOB met and developed a statement in response to the racist text message scandal involving officers from the Antioch Police Department and continued to discuss meaningful ways to respond or support the sort of County response community called for. Much of this discussion was submitted to the subcommittees to work on after the first two full body sessions of the year.

A. The Community Engagement and Funding subcommittee was the first subcommittee to meet this year, and beginning discussions about community centered healing spaces in the wake of the text message scandal to help community members process and heal from any trauma the scandal

and their own experiences with law enforcement might have caused. The plan was to invite various organizations already involved in healing spaces around the County to hear about community healing efforts and to determine how to offer support. However, the CEF subcommittee leadership faced a series of unfortunate events, and all meetings after August were canceled. This year, the CEF will consider moving forward on a bimonthly basis, with a primary focus on developing and sustaining more community attendance, participation, and input, before diving more substantively into its work plan items.

B. The Data subcommittee primarily discussed its role as it made a comeback from a hiatus imposed by the lack of forthcoming data from justice system partners despite formal written requests in prior years. The Data subcommittee currently faces a lack of capacity within a County organization trusted by all County system partners to analyze any data received. It was determined by members of the Public Protection Committee, that the County's newly developed Office of Racial Equity and Social Justice (ORESJ) would serve as the assigned agency to provide administrative and data analysis support to the RJOB's forthcoming work. As the ORESJ continues staffing and initialization, this capacity issue may be meaningfully addressed. Finally, the Data subcommittee discussed the Sheriff's oversight report required quarterly by the Board of Supervisors as a result of the RJOB's recommendation for independent oversight of the Sheriff's Office operations and has been preparing to request more data points be added to the report so as to get as complete a picture as possible of what underlying factors may be driving jail admissions and other criminal legal system outcomes throughout the County.

C. The Diversion subcommittee continues to refine diversion eligibility criteria for certain offenses, with the stated goal of allowing as many people to access diversion or other alternatives to incarceration as possible, in compliance with Recommendation 2, which requires in part that the RJOB do the following:

- “1. Develop separate recommendations for adult and juvenile populations.
2. Strive to ensure the broadest possible pool of eligible participants”

To these ends, the Diversion subcommittee, which had once been plagued by lack of data to determine the impact of any and all criteria changes, is prepared to move forward with suggested changes in direct partnership with the DA's office, with an agreement in writing that any future data which shows that criteria changes may exacerbate racial and ethnic disparities should quickly trigger new processes to change the criteria so as to eliminate those disparities. As of this writing, discussions about the eligibility criteria have resumed.

## **Recommendations**

In addition to any relevant recommendations included in earlier reports, we also recommend the following:

The RJOB finds itself at a crossroads with a need to reexamine its role and structure in order to be effective moving forward. Specifically, this body was formed after a groundswell of community support and advocacy that something must be done to meaningfully address racial and ethnic disparities which have persisted in the County over time. Community members were specifically asking for a change, declaring the status quo as far as the criminal legal system and its impacts on communities of color unacceptable. The stated purpose of the RJOB is to implement the recommendations of the Racial Justice Task Force (RJTF), however, due to its advisory structure, some Members have raised questions related to what extent, if any, authority rests within the Body's charge and scope to ensure the RJTF recommendations are implemented. This has led to much RJOB frustration as well as some criticism from community members who expected more progress. Additionally, the RJOB still desires to have more direct communication with Supervisors which would be of tremendous help in ensuring that members' point of view and rationales are heard and directly considered.

Based on all of the above, we highly recommend having as many Supervisors attend a future Quarterly Meeting, preferably the May 2nd Meeting to hear from RJOB members directly as well as to begin strategizing how the RJOB could be configured to more actively implement the recommendations developed by RJTF and to get the most impact out of their participation.

Additionally, we recommend the RJOB prioritize specific recommendations that emphasize specific offices or agencies within the County criminal legal system or relevant adjacent County agencies, where direct partnership may lead to decisive outcomes – a great example of which is the Diversion subcommittee's work with the DA's office to implement changes to diversion eligibility criteria.

## **Conclusion**

If the RJOB is to reach its full potential, acting in direct response to the RJTF Recommendations and bringing the desired impact to the County, it will require courageous leadership that is willing to take innovative and potentially unprecedented action and empower the RJOB to do the same. Additionally, it will require a renewed commitment from RJOB members, which we believe will follow when members feel truly empowered such that their time will yield actionable impact.

The BI continues to believe in the potential within the County to make pragmatic policy/practice changes as well as the larger cultural shifts necessary to achieve that vision, and we remain committed to the work such a vision will warrant.





# RJTF Recommendations

## Oversight and Accountability

- 1) The Racial Justice Task Force recommends that the Board of Supervisors appoint a Racial Justice Oversight Body (RJOB) to oversee the implementation of the recommendations made by the Task Force, as specified by the Board of Supervisors. The RJOB would meet on a quarterly basis and report to the Board on an annual basis. The RJOB shall be made up of the following members:
  1. A representative from the Superior Court, as a non-voting member
  2. The Sheriff or his designee
  3. The Chief Probation Officer or his designee
  4. The Public Defender or her designee
  5. The District Attorney or her designee
  6. A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association
  7. A representative from the Contra Costa County Board of Education
  8. A representative from Contra Costa County Health Services
  9. Eight community-based representatives, that include at a minimum:
    - a. Two members of the Racial Justice Coalition,
    - b. Two individuals with prior personal criminal or juvenile justice system involvement,
    - c. Three representatives from community-based organizations that work with individuals in the justice system, including at least one person who works directly with youth
    - d. One representative from a faith-based organization*Any individual may meet more than one of these qualifications.*

The RJTF further recommends that the work of this body be staffed by the County Office of Reentry and Justice, and that funds for facilitation be allocated through an RFP process.

- 1) a. The RJOB should or a subcommittee thereof should review local criminal and juvenile justice data in order to identify and report on racial disparities. This will include a review of use-of-force data, as available from the California Department of Justice's Open Justice data.

## Diversion

- 2) With the goal of reducing racial disparities in the Contra Costa County criminal justice system, form a committee to recommend countywide criteria and protocols for formal and informal diversion. The recommendations shall be evidence-based and follow established best practices. In considering what criteria and protocols to recommend, the committee shall
  1. Develop separate recommendations for adult and juvenile populations.
  2. Strive to ensure the broadest possible pool of eligible participants.

**Contra Costa County***Racial Justice Task Force – Final Report and Recommendations*

---

3. Strive to ensure that prior criminal justice involvement does not bar a person's eligibility for diversion.
4. Ensure that the inability to pay for the costs of diversion will not prohibit participation.
5. Recommend, as appropriate, partnerships between law enforcement agencies and community-based organizations to provide diversion services and oversight.

This committee may be a subgroup of the Racial Justice Oversight Body (RJOB) and will report to the RJOB.

- 3) Expand the use of crisis intervention teams, mobile crisis teams, and behavioral health assessment teams so they are available across the County.
- 4) Local law enforcement agencies shall issue citations and establish non-enforcement diversion programs as an alternative to arrests.

## Data

- 5) All Contra Costa County criminal justice agencies and local law enforcement agencies shall collect individual-level data on all individual encounters with criminal and juvenile justice systems and processes. In so doing, they should consult best practices to balance data needs with confidentiality regulations.
  - a. Office of Reentry and Justice shall publish race-specific data online on all of the above to create greater transparency and accountability of the County criminal justice agencies and local enforcement agencies.
  - b. All Contra Costa County criminal justice agencies and local law enforcement agencies shall improve capacity for data collection and analysis including expanding staff with data analysis capabilities.
  - c. Office of Reentry and Justice shall support analysis of interventions implemented through the RJTF to measure efficacy and assess impact on racial disparities.

## County Support for Local Agencies

- 6) The County shall work with local enforcement agencies to seek funds that support the integration of de-escalation and behavioral health intervention trainings into local enforcement agency regional academy and/or department orientations.
  - a. The County shall work with local enforcement agencies to seek funds to implement improved procedural justice practices and implicit bias training.
    - i. Identify funding for procedural justice training utilizing the train the trainer model.
    - ii. Work with the Chief's Association to create a forum to share information and strengthen promising practices around procedural justice and implicit bias trainings.
- 7) In addition, local enforcement agencies in Contra Costa County should:
  - i. Ensure inclusion of de-escalation and behavioral health intervention trainings into local enforcement agency regional academy and/or department orientations

**Contra Costa County*****Racial Justice Task Force – Final Report and Recommendations***

---

- ii. Provide procedural justice and implicit bias training to all staff
- 8) The County Office of Education shall provide resources to incentivize school districts to explore, evaluate, implement or expand existing non-punitive discipline practices, such as Positive Behavioral Interventions Support (PBIS) and Restorative Justice (RJ) practices.
  - i. Identify funding for continuous training and technical assistance to all schools in the County to support implementation of PBIS and Restorative Justice, as well as data collection to assess implementation and impact.
- 9) The County Office of Education shall work with school districts to provide behavioral health services such as counseling, peer support, and early intervention services for youth presenting signs of emotional, mental, and/or behavioral distress.

## **Community Engagement and Services**

- 10) County criminal justice agencies shall establish formal partnerships with community-based organizations to provide greater capacity for
    - i. diversion,
    - ii. reentry programs,
    - iii. alternatives to detention
    - iv. pretrial services
    - v. in custody programming
- All community-based organizations receiving funding from the County shall be evaluated for efficacy and effectiveness of program goals and objectives to ensure populations are appropriately served. Community input shall be an integral part of this process.
- 11) Establish a community capacity fund to build the capacity of community-based organizations – especially those staffed by formerly incarcerated individuals – to contract with the County and provide services to reentry clients.
  - 12) The County and/or RJOB shall collaborate with the Community Corrections Partnership- Executive Committee (CCP-EC) to consider increasing realignment funding for community services.

## **Practices Related to Trial and Adjudication Processes**

- 13) Encourage the Superior Court to return to the process of jury selection whereby jurors are called to service to their local branch court for misdemeanor trials.
- 14) The Public Defender's Office shall hire social workers who can assess clients' psychosocial needs and link them to services.
- 15) The Public Defender's Office, either directly or through partnerships with community-based organizations, should offer civil legal representation to clients. For youth, this should focus on educational advocacy.

## **Confinement**

- 16) Expand eligibility for Pre-Trial Services and increase Pre-Trial Services staffing, with a focus on reducing racial disparities and replacing the money bail system.



## Contra Costa County

### *Racial Justice Task Force – Final Report and Recommendations*

---

- 17) Expand the current pre-release pilot to serve all individuals in custody.
- ~~18) Establish an independent grievance process for individuals in custody in County adult detention facilities to report concerns related to conditions of confinement based on gender, race, religion, and national origin. This process shall not operate via the Sheriff's Office or require any review by Sheriff's Office staff.~~
- ~~19) Establish an independent monitoring body to oversee conditions of confinement in County adult detention facilities based on gender, race, religion, and national origin and report back to the Board of Supervisors.~~

## Other

- 20) All County staff shall participate in and complete implicit bias training.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-1104

**Agenda Date:** 4/15/2024

**Agenda #:** 4.

---

### EQUITY COMMITTEE

Meeting Date: April 15, 2024

Subject: Request for Proposals Update

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Request for Proposals

Presenter: Kendra Carr, ORESJ Co-Director

Contact: Kendra Carr, [kendra.carr@oresj.cccounty.us](mailto:kendra.carr@oresj.cccounty.us) <<mailto:kendra.carr@oresj.cccounty.us>>

### **Referral History:**

At the October 17, 2023 Board of Supervisors meeting, 13 Steering Committee members were appointed to support the development and implementation of the African American Holistic Wellness and Resource Hub Feasibility Study. At the November 13, 2023 Equity Committee meeting, staff to the Committee were directed to convene the Steering Committee and prepare a draft request for qualifications to solicit the services of a firm/consultant to conduct a feasibility study for the creation of an African American Holistic Wellness and Resource Hub to present to the Board of Supervisors. The RFQ was issued and closed on March 4, 2024. By the March 4, 2024 deadline, one response was received. In collaboration with the Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study, the ORESJ Co- Directors recommended a re-issue of the request as a Request for Proposals and increase the contract cost to \$180,000. The additional \$100,000 would come from the FY 23-24 ORESJ budget, in one-time funds. The Equity Committee approved the request.

### **Referral Update:**

The Request for Proposals was drafted, edited and finalized after review from an ad hoc work group and the full Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study (April 8, 2024). The RFP is attached for review.

### **Recommendation(s)/Next Step(s):**

REVIEW and APPROVE the Request for Proposals to be forwarded to the Board of Supervisors for approval.

### **Fiscal Impact (if any):**

The contract cost to conduct a feasibility study for the creation of an African American Holistic Wellness and Resource Hub would increase from \$80,000 to \$180,000. The original \$80,000 was allocated by the Board of Supervisors, and the requested increase of \$100,000 would come from the FY 23-24 budget of the Office of Racial Equity and Social Justice (one-time funds).





*Contra Costa County*

**REQUEST FOR PROPOSAL (RFP)**

***Conduct a Feasibility Study for an  
African American Holistic Wellness and Resource Hub  
for Contra Costa County***

**RFP #:**

**RELEASE DATE: April 24, 2024**

**Proposal Due Date:**

**May 24, 2024 NO LATER THAN 3:00 P.M. PDT**

**Contact: Dr. Kendra Carr**

**CONTRA COSTA COUNTY  
OFFICE OF RACIAL EQUITY AND SOCIAL JUSTICE  
1025 ESCOBAR STREET  
MARTINEZ, CALIFORNIA 94553**

## **General Information:**

The Contra Costa County (“County”) Office of Racial Equity and Social Justice (“ORESJ”) is seeking proposals from experienced firms to provide the Board of Supervisors with a Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County for the period of July 1, 2024 to January 31, 2025. An RFP is a process by which the County solicits proposals from Responders who may be subsequently selected to enter into contract for services with the County.

Please read this entire packet carefully before creating or submitting any response.

### **Proposal Timeline:**

RFP release date:	April 24, 2024
Last date to submit written questions:	May 8, 2024, no later than 3:00 P.M. PDT
RFP due date:	May 24, 2024 no later than 3:00 P.M. PDT
Vendor interview & presentation date:	TBD, if needed

### **Proposal Submission:**

- Response to this RFP MUST be submitted electronically through the Bid Sync web site – NO EXCEPTIONS.
- Late submittals WILL NOT be accepted – NO EXCEPTIONS.
- Fax submittals WILL NOT be accepted – NO EXCEPTIONS.

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the County to award a contract, nor is the County liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The County retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

### **Questions:**

All questions regarding the proposal will be accepted through the BidSync site only. The deadline for submitting questions for this RFP is on or before Wednesday, May 8, 2024 no later than 3:00 PM PDT. All questions will be answered and disseminated to those registered on the BidSync

website by Friday, May 10, 2024. Contact customer service if you need technical assistance with any part of the bid process; [support@bidsync.com](mailto:support@bidsync.com) or call (800) 990-9339.

## Table of Contents

---

Section I: Summary of Funding Opportunity.....	
Section II: Requirements and Qualifications.....	
Section III: Instructions to Responders.....	
Section IV: Scope of Service.....	
Section V: Evaluation and Selection Process.....	
Section VI: Billing and Invoicing.....	

Exhibits	Attachments
• Exhibit A – Statement of Experience	• Attachment A – Addenda Acknowledgement
• Exhibit B – Proposal Price	• Attachment B – CCC General Terms
• Exhibit C – Customer References	
• Exhibit D – Anti-Collusion Statement	
• Exhibit E – CCC Business Opportunity Registration	

## Section I – Summary of Funding Opportunity

---

### A. Purpose

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is issuing a Request for Proposals (RFP) # XXX-XXX to solicit the services of an experienced firm to conduct a Feasibility Study for an African American Holistic Wellness and Resource Hub, to be presented to the Board of Supervisors in January 2025. Based on the response to this solicitation, the ORESJ plans to contract with a successful bidder for the period of July 1, 2024 to January 31, 2025 for services described in this RFP.

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

The successful bidder will be expected to accomplish the following outcomes:

- Produce a feasibility study that outlines the “what” and the “how” of launching and sustaining an African American Holistic Wellness and Resource Hub in Contra Costa County. The study will outline the most pressing needs faced by the African American community in the County, what services should be housed within the African American Holistic Wellness and Resource Hub, the location(s) of those services to best serve the needs of the most vulnerable members of the African American community, and the initial county investment and total cost to establish the services.
- Facilitate deep engagement with the African American/Black community to ensure that the feasibility study is a reflection of community members’ experiences and responds to their most pressing needs for holistic wellness services and resources
- Share regular progress report updates with the Co-Directors of the Office of Racial Equity and Social Justice and the Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study
- Report the feasibility study findings to the Board of Supervisors, outlining clear next steps toward establishing an African American Holistic Wellness and Resource Hub in Contra Costa County

The maximum award available under this solicitation is \$180,000. Contracts will be structured on a cost-reimbursement basis.

Bidders with experience in providing services in the described areas, and of the type described in this document, are invited to submit responses. If you are interested in, and capable of, providing the requested services by contract with the County, please carefully review this entire RFP and submit your response as directed in the “Instructions to Responders” section of this solicitation. This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a response, nor will the County pay for any costs associated with the preparation of any response.

## **B. Background**

Currently, in Contra Costa County, African Americans represent approximately [8.7%](#) of the population. Racism, inequity, injustice, disparities and harm exist throughout the United States and, unfortunately, here in Contra Costa County as well. In Contra Costa County, African American residents experience disproportionate rates of preventable chronic illnesses such as heart disease, obesity, cancer as well as most recently, COVID-19. Racial and ethnic disparities in health outcomes, the criminal justice system, educational achievement, and social service metrics are present in Contra Costa County. These disparities have been well-documented in reports issued by the [Contra Costa Racial Justice Task Force/Oversight Body](#), [First Five Contra Costa](#), [Kaiser Permanente](#), [Contra Costa Health Services](#), [Contra Costa Continuum of Care](#), [Contra Costa Employment and Human Services Department](#), and others. For the last several years, members of the community have been advocating and leading the effort in the County for the creation of an African American Holistic Wellness and Resource Hub. Recent advocacy

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

efforts were launched in part by evidentiary findings of the racist and sexist actions of officers within the Antioch and Pittsburg Police Departments. The findings have led to the direct involvement of the County District Attorney, the County Public Defender, the State Attorney General, the FBI, and the Department of Justice.

The high-level mission and vision for the African American Holistic Wellness and Resource Hub, as expressed through public comment made to the Board of Supervisors, is to host and provide culturally-relevant and responsive services to eliminate health and wellness disparities. As a result of services provided through the African American Holistic Wellness and Resource Hub, African American community members in Contra Costa County will experience greater safety, connection and belonging, and have greater access to health, mental health and other support services that meet their immediate needs.

### **Feasibility Study: Measure X Funding**

#### *Brief History of Measure X*

On November 3, 2020, Contra Costa County voters approved a countywide 20-year, ½ cent sales tax increase known as Measure X. The ballot measure stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.” Collection of the tax began on April 1, 2021.

On February 2, 2021, the Board of Supervisors established a Measure X Community Advisory Board (MXCAB), and from May through August 2021, the MXCAB conducted a community needs assessment process to review and account for current community needs, strengths, and resources, and to identify potential strategies to address those needs, as the basis for making funding recommendations to the Board of Supervisors. The Advisory Board determined five overarching key areas of need for Contra Costa County communities: (1) Support for mental well-being (prevention, crisis response); (2) Increase equity and removal of structural barriers; (3) Ensure equitable access to health care, housing, childcare, income opportunities, and food; (4) Strengthen supports for residents of all generations; and (5) Creating communities where all residents feel safe and welcome.

On October 12, 2021, the Board of Supervisors received the MXCAB’s report recommending funding priorities for Measure X funding allocations. For additional information on all recommended strategies, see the [Measure X Community Advisory Board report to the Contra Costa County Board of Supervisors](#) and [presentation](#) for the October 12, 2021 Board of Supervisors meeting.

#### *Measure X Allocations and Role of the Steering Committee*



In [April 2023](#), the Board of Supervisors directed that a one-time allocation of \$80,000 of Measure X funds be allocated for the purpose of studying the development of an African American Holistic Wellness Hub in Contra Costa County.

In October 2023, the Board of Supervisors appointed a 13-member Steering Committee to oversee the African American Holistic Wellness and Resource Hub (AAHWRH) Feasibility Study. The community members appointed to the Steering Committee represent each of the five districts within Contra Costa County and bring lived and professional experiences in behavioral health, maternal and infant health, parenting/family resources, education, youth services, economic development, sustainability, and environmental justice. The African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee co-created this RFP, and a five-member selection sub-committee will review all proposals submitted in response. Subsequently, the African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee will make a recommendation to the Equity Committee of the Board of Supervisors for the firm that they believe will best carry out the scope of services, described in Section IV. Lastly, the African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee will receive progress updates as the feasibility study is conducted and provide feedback to the contractor throughout the seven-month study.

#### *Additional Allocations for African American Wellness and Services*

Upon receipt of the Measure X Community Advisory Board's FY 23-24 prioritized funding recommendations, on December 12, 2023, the Board of Supervisors directed that a one-time allocation of \$1,000,000 of Measure X funds be allocated for the purpose of supporting the "African American Holistic Wellness and Resource Hub and existing services" in Contra Costa County. These funds are an immediate, intermediary step to what is expected to be an increased, long-term investment in Black communities' overall well-being and holistic health. The activities supported through this funding will help inform the possibilities for what will become housed within the African American Holistic Wellness and Resource Hub in Contra Costa County.

#### *Initial Release of a Request for Qualifications (RFQ) to Conduct a Feasibility Study*

The County released an RFQ on February 7, 2024 soliciting Statements of Qualifications for contractors to conduct the feasibility study. Statements were due on March 4, 2024. The County received one submission. In partnership with the African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee, the Office of Racial Equity and Social Justice (ORESJ) determined that additional funding was needed to support the development of a robust, comprehensive feasibility study to adequately inform the creation and sustainability of the County's African American Holistic Wellness and Resource Hub. On March 11, 2024, the Equity Committee approved a re-issue of the solicitation, though this iteration being an RFP. The ORESJ will allocate an additional \$100,000 to bring the total available contract cost to \$180,000 (includes \$80,000 Board of Supervisors Measure X allocation and \$100,000 from ORESJ's budget). As a reminder, the role of the ORESJ is to convene and facilitate the African American Holistic

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

Wellness and Resource Hub Feasibility Study Steering Committee, and to provide administrative and operational oversight of the Feasibility Study.

### **C. Approach to Proposals**

This RFP is intended to elicit well-designed, well-informed, and innovative proposals that maximize the capacities and efficiencies of the applicant organizations. Applicants are provided broad latitude in developing their responses to the RFP.

Applicants are advised to ensure that their proposals are complete, clear, detailed, and specific. Proposals should persuasively demonstrate why the proposed approach is well-designed, well-informed, feasible, and offers the greatest likelihood for success.

Proposals should readily indicate the Applicant's subject-matter expertise, qualifications, and capacity to provide the proposed services; staffing and management plans must be appropriate and sufficient to manage and complete the tasks proposed; work plans should reflect thoughtful planning and experience collaborating within a multi-stakeholder context; budgets should be realistic and demonstrate experience in completing multi-faceted, complex projects within budget; and operational systems – such as human resources, data, financial management, reporting – must demonstrate their sufficiency to accomplish the proposed scope over the contracted period.

### **D. Period of Agreement**

The initial term will be for a seven-month period from July 1, 2024 to January 31, 2025.

### **E. Calendar of Events**

<b>Event</b>	<b>Date</b>
RFP Release date	Wednesday, April 24, 2024
Last date to submit written questions	Wednesday, May 8, 2024, no later than 3:00 P.M. PDT
Answers/Addendum Issued	Friday, May 10, 2024
Proposals due from applications	Friday, May 24, 2024 no later than 3:00 P.M. PDT
Review Process	May 28 – May 31, 2024
Notification of recommended award	Friday, May 31, 2024
Equity Committee review/approval of recommended award	Monday, June 17, 2024

Board of Supervisors review/approval of recommended award	Tuesday, June 25, 2024
Notice of award decision	Tuesday, June 25, 2024
Contract start date	Monday, July 1, 2024

**F. Correspondence**

As of the issuance of this RFP, vendors are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the vendor.

**G. Addenda Acknowledgement**

All bidders shall acknowledge receipt of any amendments to this bid event by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this bid event shall be issued only by the County. See attachment A.

## Section II – Requirements and Qualifications

The County seeks to partner with one or more qualified responder(s) with a proven and demonstrable track record with delivering community-based assessments of needs and opportunities, including quantitative and qualitative research, large group facilitation, resident and stakeholder engagement, asset mapping, and cost analyses. Respondents must be able to clearly articulate understanding of the demographics, experiences, and needs of diverse, multi-generational Black communities and residents, and demonstrate expertise in engaging, communicating, partnering, and/or serving the Black community and other marginalized communities of color. Ideal respondents will also have deep experience and understanding of the communities, systems, and social/economic/cultural dynamics of Contra Costa County.

**Service History**

Ideal proposals will include a documented history of similar projects and/or equivalent service delivery (i.e. researching and producing complex, countywide assessments and/or evaluation reports), and demonstrate a record of successful completion of contract deliverables, on-time, and within budget.

**Culturally-Responsive Services**

Bidder shall have experience with deep and respectful engagement with the Black/African American community, and indicate overall experience and competency providing culturally-responsive services to marginalized, underserved communities. In order to be considered for selection, firms must describe the competency of their staff to provide culturally-responsive services.

### **Eligibility**

Applicants may apply as single entities or in partnership (with a Lead Agency identified). The Applicant (or Lead Agency) must meet the following criteria:

- Be a registered organization and in active standing with the California Secretary of State's Office
- Have a valid, current business license, Employer Identification Number, and be fully current on all state and local tax filings and payments
- As applicable, hold current state or local licenses, credentials or certifications required to provide the services proposed
- Be knowledgeable about, and comply with, all applicable federal, state, and local laws and regulations
- Have a physical address
- Have a proven track record in successfully providing the proposed services
- Have enough staff to carry out the project on the provided timeline
- Have commercial general liability insurance

Bidders must have the capability and experience to perform the scope of services. If your firm would like to submit a proposal, but cannot perform all required services, you are encouraged to hire sub-consulting firms to have a team that would complement/supplement your firm's capabilities or join prospective firm teams.

## **Section III – Instructions to Responders**

---

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

### **A. Format**

Respondents shall submit proposals which are concise, and which specifically respond to the specifications posted in this RFP. Each proposal shall be submitted with a cover letter signed by an authorized person and the following documents:

- Cover Letter – Signed by an authorized representative of the company
- Table of Contents
- Proposal Narrative (additional details and instructions in the subsection below)
- Resumes of key persons who will be assigned to the project
- Statement of Experience – See Exhibit A
- Proposal Price – See Exhibit B
- Customer References – See Exhibit C
- Anti-Collusion Statement – See Exhibit D
- Contra Costa County Business Opportunity Registration Form – See Exhibit E

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

- Addenda Acknowledgement – See Attachment A
- Federal, State, and local permits and licenses, as applicable
- Certificate of Insurance

## **B. Proposal Narrative**

Within a maximum of 15 pages, no smaller than 12-point font, describe specific capabilities, experience, approaches and proposed methodologies that demonstrate a clear understanding of the nature of the work to be performed described in Section IV under Scope of Service.

### **I. APPLICANT AGENCY (Suggested Length ≤ 4 pages)**

#### **a. Agency History and Overview**

- Describe your agency's history, years in operation, current budget, and staff size. Share your organization's staff demographics by number and percentage, and whether or not you possess one or more of the following Minority Business Enterprise certifications: Woman-owned businesses (WBE), Minority-owned businesses (MBE), Veteran-owned businesses (VBE or VOSB), Businesses owned by economically disadvantaged individuals (DBE), Businesses owned by LGBT individuals (LGBTBE). Also, share whether or not your organization has any past discrimination lawsuits.
- Describe your agency's primary areas of expertise, populations served, current geographic service reach, and current core services.

#### **b. Relevant Experience and Expertise**

- Describe your agency's experience in conducting feasibility studies, including experience gathering quantitative and qualitative data about the needs and challenges faced by African Americans and other marginalized, underserved groups.
- Describe your experience with gathering input and expertise from a variety of stakeholder groups, particularly of African American community members and impacted residents. Share your experience related to practicing culturally responsive and respectful practices.
- Describe your agency's experience and capacity related to coordinating services/programs/studies within multiple sectors.
- Describe your agency's experience providing analysis of the operational and fiscal requirements to establish new county, or similarly large-scale, services.
- If you believe your organization is ***uniquely qualified*** to provide the requested services, please explain and describe those unique qualifications.

### **II. APPROACH TO THE PROPOSED SERVICES (Suggested Length ≤ 5 pages)**

- Describe your plan to provide the services described in Section IV: Scope of Services.
- Describe your approach to conducting a comprehensive community assessment that synthesizes existing data and gathers feedback and input from impacted African

- American community members. Outline the number and type of quantitative and/or qualitative methods you will use to conduct the community assessment, as well as your engagement strategy and outreach plan for collecting data across the county.
- c. Describe the methods you will employ to ensure consistency, coordination, and communication among all project partners, including the Office of Racial Equity and Social Justice and the Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study.
  - d. Project Timeline - Include a one-page chart or other visual representation that maps the timing of activities needed to conduct the feasibility study as designed.

### **III. TEAM MEMBER QUALIFICATIONS (Suggested Length ≤ 3 pages)**

- a. Identify the team member(s) for this project, including roles and duties as related to this project. Describe team members' lived and professional experiences related to the scope of service, their qualifications, experience level, and expertise of each key team member, including:
  - Team leadership/Project Manager
  - Indicate who is authorized to negotiate contract terms on behalf of your organization
  - Areas of specialization of each key team member
  - Related projects key team members have worked on
- b. Provide an Organizational Chart of key team members, including subcontractors
- c. CVs/resumes of all project-related staff mentioned by name should be included, along with job descriptions for each role. Include as attachments (these will *not* count against the total page limit for this section or the full proposal narrative)

### **IV. LINE-ITEM BUDGET AND BUDGET NARRATIVE (≤ 3 pages)**

- a. Provide a comprehensive line-item budget detailing all costs and providing underlying computations for each line item. Proposed budgets are expected to be complete, reasonable, cost effective, and necessary for the proposed activities. Provide sufficient detail on assumptions, calculations, and costs to ensure clear understanding of proposed funding uses.
- b. Indirect costs should not exceed 15% of total request.
- c. In narrative form, detail each line-item cost of the proposed grant, include the basis for the computations, and indicate why this line item is necessary and appropriate. Ensure that the staffing pattern and costs for personnel are clearly detailed.

### **C. Customer References**

Respondents shall provide a minimum of three (3) letters of references. Each letter must include the name of the firm, description of services provided, date(s) of services and contract amount for projects similar to the services requested in this RFP. See Exhibit C.



**D. Licenses and Permits**

Respondents shall possess all licenses, registrations and permits required by the State of California and the County of Contra Costa. Such licenses and permits are to be submitted to the County with the proposal or prior to the contract signing date.

**E. Proposal Expenses**

Respondents shall be fully responsible for all costs incurred in the development and submission of this RFP.

**F. Proposer Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a proposer's failure to be knowledgeable as to all of the requirements of this RFP.

**G. Interpretation**

Should any discrepancies, omissions, or doubt as to their meaning be found in the RFP specifications or requirements, the Respondent shall notify the County in writing through the BidSync website. The County will send written instructions or addenda to all participants in the RFP process. The County shall not be responsible for oral interpretations.

**H. Reservation**

The County reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all proposals without indicating any reasons for such rejection
- Terminate this RFP and issue a new Request for Proposals anytime thereafter
- Extend any or all deadlines specified in the RFP, including deadlines for accepting proposals by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFP
- Procure any services specified in the RFP by other means
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County. Such disqualification is at the sole discretion of the County
- Reject the proposal of any Respondent that is in breach of or in default under any other agreement with the County
- Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified or non-responsible

**I. Truth and Accuracy of Representation**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal.

**J. Sub-Contract and Assignment**

The Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under the Contract, or before the Contractor may assign the Contract or monies due or to become due, by operation of law or otherwise.

**K. Addenda**

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addenda to be posted on BidSync website.

**L. Addenda Acknowledgement**

All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Attachment A.

**M. Non-Collusion**

By submitting a signed proposal, Offeror certifies that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work. See Exhibit D attached.

## Section IV – Scope of Service

---

The Office of Racial Equity and Social Justice seeks to contract with an eligible entity that has expertise in delivering the services that would culminate in the delivery of a Feasibility Study to the Board of Supervisors. The Feasibility Study will provide an assessment of the viability, sustainability, and feasibility of an African American Holistic Wellness and Resource Hub for the County. The Feasibility Study shall provide a county-wide community assessment of gaps and opportunities in regard to services and resources currently available to Black residents in the county, include research on similar models of service hubs and/or centers, identify potential funders/funding sources, outline options for financing development of the facility (facilities), and include an analysis of the technical and financial feasibility of the project. The findings and recommendations in the Feasibility Study will offer guidance to the Board of Supervisors to assist them in making informed decisions regarding next steps.

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

## Scope of Service

**1. Conduct a community assessment of needs and services in relation to the holistic health and well-being of Black communities in the Contra Costa County.**

Provide a well-informed assessment of the kinds of services, resources and opportunities that are most needed and effective in supporting African American holistic wellness. This will include analysis and synthesis of existing quantitative data sets and reports, as well as qualitative data such as feedback and input from impacted community members and other relevant stakeholders (i.e. formerly incarcerated, youth, elderly, unhoused, faith-based, those with vulnerable mental health, those impacted by trauma/abuse), service providers, advocates, and County/public systems staff. Proposals are expected to outline their community engagement strategy and outreach plan for collecting data across the county, including research methods and activities (e.g. GIS mapping, surveys, stakeholder interviews, focus groups, community forums, etc.)

**2. Research existing programs and/or models in Contra Costa County or counties with similar demographics.**

Research and assess other effective models (from within and/or outside of the county) of direct service delivery, community wellness programming, and multi-partner coordination/collaboration, particularly in relation to meeting the needs of African American and/or other communities of color or underserved communities. Determine the categories of services that should be prioritized at the African American Wellness and Resource Hub based on what currently exists and what is missing, with an eye toward leveraging resources and services providers already effective in a given region, avoiding redundancy, filling service gaps, and strengthening coordination and collaboration. In the final report, firms are expected to recommend an effective service delivery and partnership model(s) that can guide the design of the first hub to be located in east county and inform future hubs in other parts of the county.

**3. Research and identify options for hub locations in Contra Costa County for service delivery, including cost analysis and financing requirements for the initial hub.**

Explore viable and appropriate options for where services and/or programs can be delivered and accessed effectively, particularly in areas that have high concentrations of marginalized, vulnerable, and/or hard-to-reach members of African American and other marginalized, underserved communities of color. In addition to community

- composition, consider factors such as level and urgency of needs, existing service infrastructure (or lack of), etc. For the initial hub, identify 3-4 specific options in East County, and include site description, the benefits and challenges, and fiscal analysis of potential costs and financing requirements for each option. Propose an estimate of the total investment needed to start up the initial hub, and the estimated annual cost to sustain overhead, operations, and programming. Identify 3-4 general locations (e.g. cities, communities, and/or neighborhoods) throughout the county that should be considered for future hubs.
4. **Research and assess potential funding and/or partnership opportunities from public and private organizations for the purpose of sustainability.**  
Explore current and potential funding opportunities from local, state and federal sources, as well as private philanthropy and local health system partners (e.g. Kaiser, John Muir, Sutter), and offer creative and strategic ideas on how to secure and sustain the necessary long-term funding.
  5. **Provide a comprehensive report that outlines the findings and recommendations.**  
At the conclusion of the project period, produce a comprehensive report written in clear, concise, plain language that is accessible to all Contra Costa residents and stakeholders that reflects findings gleaned from the activities described above, including: quantitative and qualitative data on greatest needs and challenges faced by African Americans and other marginalized, underserved groups in Contra Costa County; input and expertise of all stakeholders, particularly of African American community members and impacted residents engaged in the process; a thorough review of the services that already exist and the gaps that need to be filled; recommendations that prioritize where and how services should be delivered, based on the urgency of identified needs and resources available; an analysis of the operating costs and financial requirements to establish, run and sustain the African American Holistic Wellness and Resource Hub over the long term; and recommended specific sites in East County for establishment of the initial hub to be located, along with potential general locations throughout the County worth considering for future hubs. Present the final comprehensive report at the meetings of the African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee, the Equity Committee, and the Board of Supervisors.

## Section V – Evaluation and Selection Process

## **A. Selection Process**

All proposals received will be evaluated by a five-member RFP Review Committee. The following criteria, listed in no particular order, will be used to evaluate and determine which vendor best meets the needs of the County:

1. Applicant Agency Overview (15 points)
  - a. Relevancy of the organization's mission, services provided and similar projects completed
  - b. Examples of completed work are transparent and align with the goals of the feasibility study
  - c. Demonstrates a sufficient level of understanding, knowledge, and experience of the services needed for the development and delivery of a Feasibility Study of an African American Holistic Wellness and Resource Hub
  - d. Demonstrated experience working with stakeholders and community members within and outside of county/government systems
2. Approach to the Proposed Services (40 points)
  - a. Applicant's proposed approach is sufficient to achieve the deliverables and partnerships required to fully accomplish the scope of service. The proposed approach provides sufficient clarity and detail regarding activities, outcomes, and responsibilities.
  - b. Describes approach to nurturing respect for differences of opinion and/or experiences, and cultivating shared values and alignment among stakeholders
  - c. Application persuasively describes the methods necessary to ensure consistency, coordination, and communication among all project partners, including the Office of Racial Equity and Social Justice and the Steering Committee for the African American Holistic Wellness and Resource Hub Feasibility Study.
  - d. Describes competencies and expertise needed to establish rapport, trust and credibility with marginalized, underserved, BIPOC communities.
  - e. Demonstrates a sufficient level of technical knowledge and expertise for conducting feasibility studies, data collection methods, and analysis of findings.
3. Team member qualifications (15 points)
  - a. Qualifications, lived experiences, expertise and related projects of staff are sufficient to deliver on the full scope of work
  - b. Qualifications and credentials of staff are proper for the duties assigned, and existing staff meet or exceed these requirements.
  - c. Demonstrated experience convening community members, stakeholders and residents and facilitating generative conversations, interviews, and/or focus groups.
4. Budget and project timeline (30 points)
  - a. Budget is clear, with sufficient detail to assess the reasonability of Applicant's (and partner's, if applicable) costs.

- b. Staffing plan and programmatic costs are sufficient to achieve the proposed services.
- c. Project timeline and schedule tracking are clear

**B. Best and Final Offer (BAFO)**

The County, at its sole discretion, may request Best and Final Offer (BAFO) from the finalists.

**C. Award Agreement**

Upon completion of the review period, the County shall notify those Proposers who will be considered for further evaluation and negotiation. All Proposers so notified may be contacted for an interview and negotiate in good faith in accordance with direction from the County. Any delay caused by Proposer's failure to respond to direction from the County may lead to a rejection of the Proposal.

If the County determines after further evaluation and negotiation, to award the Agreement, a Professional Services Contract shall be sent to the successful Proposer for the Proposer's signature. No proposal shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both Proposer and the County.

**D. Proposals are Public Records**

California Government Code Section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any resident has a right to inspect any public record unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any proposal while the County conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the County either awards an agreement to a successful Proposer, or rejects all proposals, the County shall consider each proposal subject to the public disclosure requirements of the California Public Records Act. Each Proposer is hereby informed that, upon submittal of its proposal to the County in accordance with this RFP, the proposal becomes the property of Contra Costa County.

**E. Protest Procedures**

**Protest Policy**

Any bidder or proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent or designee. The protest shall be submitted in writing to the Purchasing Agent or designee, within five (5) business days after such aggrieved person or company knows or should have known of the facts giving rise thereto. Failure to submit a timely protest shall bar consideration of a protest.



**Grounds for Protest**

The protest shall state all grounds claimed for the protest and include supporting documentation. Failure to clearly state the grounds for the protest and provide supporting documentation shall be deemed a waiver of all protest rights.

**Protest Procedures**

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the attention of:

Dr. Kendra Carr  
Office of Racial Equity and Social Justice  
Contra Costa County  
1025 Escobar Street  
Martinez CA, 94553

## Section VI – Invoicing and Billing

**A. Payment Terms**

Contractor shall submit a correct and complete invoice(s) to the County after the County accepted the deliverables. Payment terms are Net 30 days or best offer, after receipt of correct invoice.

***All bidders must accept the payment terms of Contra Costa County.***

**B. Rates**

Proposer shall submit cost for the items listed on Exhibit B – Proposal Price.

**C. Pricing**

Price shall be firm fixed for the duration of the contract.

# Exhibit A – Statement of Experience

## **SECTION A**

---

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Business License #: \_\_\_\_\_

### **Business Status:**

\_\_\_\_\_ Non Profit Corporation

\_\_\_\_\_ Corporation State of Incorporation: \_\_\_\_\_

\_\_\_\_\_ General Partnership

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Sole Proprietorship

Other: \_\_\_\_\_

Name and title of an Officer or owner authorized to sign this proposal and any contract with the County that may result.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **SECTION B**

---

Number of years in business under present business name: \_\_\_\_\_

Other Business Name(s): \_\_\_\_\_

Number of years under prior name if any: \_\_\_\_\_

## **SECTION C**

---

Number of years of experience in providing required, equivalent, or related projects: \_\_\_\_\_

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

**SECTION D**

---

Similar services/projects completed during the last five years?

	Period	Services	\$ Amount Paid	Location	Agency Name
1 -					
2 -					
3 -					
4 -					
5 -					

**SECTION E**

---

Have you, or your agency failed or refused to complete a contract? ☐ YES ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**SECTION F**

---

Is your firm authorized to do business in the State of California? ☐ Yes ☐ No

**SECTION G**

---

Is your firm a State of California registered small business? ☐ Yes ☐ No

**SECTION H**

---

Is your firm local Business? ☐ Yes ☐ No

**SECTION I**

---

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

---

---

---

## SECTION J

---

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the contract? \_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, please explain): \_\_\_\_\_

---

---

---

---

## SECTION K

---

### License Provisions

Has your company changed names or license numbers in the past 10 years? If so, please state reason for change. Yes \_\_\_\_\_ No \_\_\_\_\_

Reason

---

## SECTION L

---

List the names and titles of the key personnel who would be assigned to the Project.

Name

Classification

_____	_____
_____	_____

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

pg. 21

---

---

**SECTION M**

---

List all required business and professional licenses that pertain to this Project:

License Number	Type	Expiration Date

**SECTION N**

---

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications? \_\_\_\_\_ Yes \_\_\_\_\_ No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Exhibit B – Proposal Price

Detail all costs needed to complete the feasibility study by project component, and if applicable, the source of any additional funding that will be leveraged to meet the costs that are included. Bidders may recreate this form to communicate any information necessary to explain the proposal price. If you recreate the form, clearly label it as “Exhibit B – Proposal Price”.

Nature of Service To Be Provided

Schedule/Date(s)

Total Price

Total Proposal Price: \_\_\_\_\_

I have read, understood, and agreed to the terms and conditions of all contents of this RFP. The undersigned agrees to furnish the service stipulated in the RFP as stated.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

pg. 23



## Exhibit C – Customer References

<b>Government Agency/Organization:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

<b>Government Agency/Organization:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

<b>Government Agency/Organization:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

**Firm Name:** \_\_\_\_\_

**Authorized Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Exhibit D – Anti-Collusion Statement

By signing this form, the Bidder agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud.

IT IS AGREED BY THE UNDERSIGNED BIDDER, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: \_\_\_\_\_

[Sign in ink in the space provided below]

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

## Exhibit E – CCC Business Opportunities Registration

Place Holder

See Attached

## Attachment A - Addenda Acknowledgement

---

### **TO BE RETURNED WITH REQUEST FOR PROPOSAL**

RFP No.: \_\_\_\_\_ Title: \_\_\_\_\_

#### **ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)**

Addendum #1: \_\_\_\_\_ Addendum #3: \_\_\_\_\_

Addendum #2: \_\_\_\_\_ Addendum #4: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment B – CCC Terms and Conditions

---

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
  - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
  - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of

this Contract exceeds \$5,000.

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #



or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any

Bid Name: Feasibility Study for an African American Holistic Wellness and Resource Hub for Contra Costa County  
RFP #

damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.
- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract

20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head

of the county department for which this Contract is made.

21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.** (A) If Contractor is funded by \$500,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from

any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-1105

**Agenda Date:** 4/15/2024

**Agenda #:** 5.

---

### EQUITY COMMITTEE

Meeting Date: April 15, 2024

Subject: Lived Experience Advisory Board stipends and other current ORESJ projects

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Lived Experience Advisory Board stipends and other current ORESJ projects

Presenter: Peter Kim, ORESJ Co-Director

Contact: Peter Kim, [peter.kim@oresj.cccounty.us](mailto:peter.kim@oresj.cccounty.us) <<mailto:peter.kim@oresj.cccounty.us>>

### **Referral History:**

At the January 22, 2024 Equity Committee meeting and January 30, 2024 Annual Board Retreat, the ORESJ Co-Directors provided an update regarding the 2024 office priorities, recruiting strategy and work plan for the second hiring phase for the ORESJ, and presented a proposal for the structure of the Lived Experience Advisory Board. To move forward with the development of the Lived Experience Advisory Board, the Equity Committee requested follow up conversations about the selection process and stipends.

At the March 18, 2024 Equity Committee meeting, the ORESJ Co-Directors, in collaboration with the Core Committee, prepared updates on the selection process, stipends and timeline for the development of the Lived Experience Advisory Board (LEAB). The high-level updates included the following elements: Supervisors select their two respective appointees, with ORESJ offering support and thought partnership; the Co-Directors convene an ORESJ-led sub-committee to select 10 at-large members; all recommendations go to Equity Committee for review, and to full Board for approval; LEAB members can earn up to \$2400 per year in stipends and examples of other advisory boards' compensation models for comparison.

The Equity Committee directed the ORESJ Co-Directors to wait on moving ahead with stipends and gather more research about how stipends have been administered elsewhere.

### **Referral Update:**

The ORESJ Co-Directors propose to implement Lived Experience Advisory Board stipends as a pilot effort to establish a feasible and effective model of recognition and compensation for advisory body members, particularly for those with extenuating circumstances and lived conditions that pose financial barriers for participation. In research efforts these past few weeks, the ORESJ discovered a range of administrative and legal (i.e. labor, taxes, reporting) implications that warrant further research. The Co-Directors will continue to explore what is needed to effectively and responsibly implement a robust stipend policy that is practical, sustainable, and that does not pose added burden on participants.

### **Recommendation(s)/Next Step(s):**

RECEIVE update and PROVIDE direction on next steps.

**Fiscal Impact (if any):**

The cost of the LEAB stipend pilot program is included in the FY 24-25 ORESJ Budget.



April 15, 2024: Equity Committee Meeting

## **ORESJ Lived Experience Advisory Board Updates: Stipends, Timeline**

### *Vision and Purpose of Lived Experience Advisory Board*

The Lived Experience Advisory Board (LEAB) will nurture and hold the vision and purpose of the ORESJ, and function as a space for thought partnership, strategic planning and consensus building. The ORESJ Directors will lead efforts in designing the LEAB's structure, role, responsibilities, and functions, as well as in facilitating the transition process between the Core Committee and the LEAB.

With feedback from the Equity Committee (March 18, 2024), and in collaboration with the Core Committee, the ORESJ Co-Directors prepared updates on the stipend proposal and timeline:

### *Stipends: Best Practices and Recommended Approach*

The ORESJ is committed to designing and implementing specific practices that are responsive to communities who have been historically excluded from full participation in the systems we seek to improve. Equity is bolstered by community engagement, and removing financial and other barriers plays a critical role in fostering meaningful participation of individuals who are often most marginalized from government processes yet directly impacted by its policies and programs. Asking community members with lower financial resources and limited time to volunteer their labor, energy, and expertise while employees and representatives of public systems, service providers, and advocacy organizations receive compensation from their respective agency or organization for their time and experience ultimately hinders full and open public participation. It is now an accepted and growing practice across sectors (i.e. education, research, violence prevention, healthcare, social change enterprises, homelessness, etc.) to implement practices that remove financial and other barriers so that community members and residents have increased access to government spaces and can meaningfully engage in public discussions and decision-making processes, ultimately leading to more equitable and sustainable policy and program outcomes. Towards this end, the ORESJ's Lived Experience Advisory Board will serve as a pilot program to test effective compensation practices for members and serve as a potential model for other county advisory bodies.

### *Countywide Advisory Body Participation*

Contra Costa County has 90+ advisory bodies and commissions for which community members are appointed to serve specific terms. The residents who serve on these bodies bring a strong sense of public service and commitment to particular issues or areas of interest. These members provide oversight of county initiatives, develop recommendations, and share real-time concerns from their communities, and in the process, they often incur expenses (e.g. transportation, childcare, food, etc.) and sacrifice personal time (e.g. family time, taking time

off work, etc.). These expenses and sacrifices pose a significant barrier to participation for low-income community members of color and residents with lived and living experiences of systems harm.

Several Contra Costa County agencies already recognize the value and importance of engaging community members for whom their policies directly impact and have implemented reimbursement policies to mitigate barriers. For example, parents who serve on the Head Start Policy Council receive mileage and childcare reimbursement, as well as dinner/meals, greatly improving their ability to participate fully while also enhancing their civil service experience overall.

#### LEAB Stipends Proposal: A Pilot Program

Grounded in the recommendations for the establishment of the Office of Racial Equity and Social Justice (ORESJ), presented to the Board of Supervisors in October 2022, the Co-Directors propose a stipend pilot offering with the following goals:

- ☐ To explore the impact of providing stipends and implementing other inclusive practices that mitigate barriers and allow for enhanced, meaningful participation of community members with lived and living experiences of systems harm
- ☐ To establish a feasible and effective model of recognition and compensation for advisory body members, particularly for those with extenuating circumstances and lived conditions that pose financial barriers for participation.

In our research efforts these past few weeks, we have discovered a range of administrative and legal (i.e. labor, taxes, reporting) implications that warrant further research. We will continue to explore what is needed to effectively and responsibly implement a robust stipend policy that is practical, sustainable, and that does not pose added burden on participants.

#### LEAB Development Timeline (Revised)

Dates	Activities
June 2024	Develop Announcement and Recruiting Materials
July 2024	LEAB Outreach; Receive Applications
August 2024	LEAB Interviews
September 2024	Equity Committee Recommendations
October 2024	LEAB Members Appointed by Board of Supervisors

# ORESJ FY 24-25 Priority Projects: Systems

ORESJ Projects	Status	Notes/Partnerships
Language Access and Equity Plan	In Progress	Engaging with Language Justice Experts to develop more robust plan, Public Health Alliance
Hiring	In Progress	New Countywide Classifications, begin with Equity Analyst series
Budget Equity Statements	In Progress	Provided feedback on each department's FY 24-25 budget equity statements; follow up consultations
Inventory of Countywide Racial Equity Efforts	In Progress	First inter-departmental equity workgroup meeting in early May 2024
Racial Equity Action Plans	Research Phase	Seeking depts to pilot designing and adopting a racial equity action plan

# ORESJ FY 24-25 Priority Projects: Community

ORESJ Projects	Status	Notes/Partnerships
Feasibility study for African American Holistic Wellness and Resources Hub	In Progress	Monthly meetings with Steering Committee, RFP release April 2024
Distribution of \$1M for existing African American wellness services	In Progress	Seeking community foundation partnership, exploring county administrative guidelines around RFP development
Community Grants: organizational capacity building and healing	In Progress	Seeking community foundation partnership, exploring county administrative guidelines around RFP development
Increase community engagement on advisory bodies	In Progress	Conducting research and assessing feasibility/training needed to implement inclusive practices, establish ORESJ LEAB