

Measure X Community Advisory Board - Guidance to Avoid Conflicts of Interest

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Agenda

1. MXCAB Membership
2. Ensuring No Conflicts of Interest
3. Required Disclosures
4. MXCAB Action Items



MXCAB Membership

1. Advisory Board Composition

- a. 22 total seats
 - i. 10 District appointed members + 5 alternates
 - ii. 7 At-Large members
- b. Either live or work in Contra Costa County
- c. No Public Officials: Elected officials and County department heads are not eligible to serve on the Advisory Board.
- d. District seats are coterminous with the appointing supervisor – term dates for existing members were revised to December 31, 2026 from March 31, 2027

2. Eligible and interested At-Large Alternate members were placed in vacant At-Large seats



Vacancies

1. Current vacancies

- a. Three (3) District alternate seats (II, IV, V)
- b. Three (3) At-Large seats

2. Unscheduled vacancies

- a. The Board of Supervisors directs the Clerk of the Board to announce vacancies and collect applications
- b. The Clerk of the Board transmits applications to the:
 - i. Supervisorial District responsible for making appointments for their respective vacancies
 - ii. Finance Committee considers nominations for appointment to be referred to the Board of Supervisors



No Conflicts of Interest

1. MXCAB Bylaws state members must:
 - a. Avoid conflicts of interest, even when MXCAB decisions are advisory
 - b. Recuse from discussions or decisions that would financially benefit oneself, one's family, employer, or affiliated organization.
 - c. Have no affiliation with Measure X grantees, including roles as employees, contractors, or board members of recipient organizations.
 - d. Complete Form 700 Statements of Economic Interests.
2. The MXCAB Conflict of Interest Code was approved by the Board of Supervisors on September 9, 2025.



Required Disclosures

1. Must report investments, real property, business positions, income, gifts, loans, and travel payments
2. Reporting required if the business entity:
 - a. Is located in or does business within Contra Costa County
 - b. Plans to do business with the County, if known by the employee
 - c. Has done business with the County or a local public agency in the past two years
3. Includes any role as director, officer, partner, trustee, employee, or manager in the entity



MXCAB Action Items

1. Members shall complete the Self-Attestation of No Conflicts of Interest form to confirm bylaw requirements
2. Electronically submit Form 700 Statements of Economic Interests
 - a. Receive training from Netfile on form submission
 - b. Review the California Fair Political Practices Commission Form 700 Reference Pamphlet and Disclosure FAQ for information regarding disclosures.
3. Mandatory trainings
 - a. Brown Act, Ethics, and Implicit Bias trainings must be renewed every two (2) years and within three (3) months for new members
 - b. Members not in compliance will be referred to the Board of Supervisors for appropriate action