

Contra Costa County Commission for Women and Girls

Special Meeting Minutes

Date: April 18, 2026

Time: Approximately 10:00 a.m. – 12:06 p.m.

Location: 3338 Mt. Diablo Boulevard, Lafayette, CA, with remote participation via Zoom

I. Call to Order

The meeting was called to order by Chair Lucey at 10:05am.

II. Roll Call

Present:

Chair Lucey (District 2)

Commissioner Allen (District 5, remote)

Commissioner Acosta Beer (remote)

Commissioner Lam-Julian

Commissioner Rizzo

Arrived After Roll Call:

Commissioner Criswell (remote)

Absent:

District 1 Commissioner Smith

District 3 (vacant)

District 4 (vacant)

At-large Commissioner Briscoe

Remote Participation (Brown Act Compliance Notation)

The Chair announced remote participation procedures consistent with applicable law.

- Commissioner Acosta Beer participated under a pre-approved accommodation.
- Commissioner Allen requested participation under emergency circumstances.

Action: Motion to approve Commissioner Allen's remote participation under emergency circumstances.

Motion: Rizzo | **Second:** Acosta Beer

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Motion passed

- Commissioner Criswell joined after roll call and stated participation under official County business and later clarified she has a pre-approved accommodation.

III. Adoption of Agenda

Action: Motion to adopt the agenda as presented.

Second: Received

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Agenda adopted

IV. Appointment of Secretary Pro Tem

No nominations were received.

No action taken. Consensus to use AI notetaker to capture meeting.

V. Appointment of Parliamentarian Pro Tem

Action: Motion to appoint Commissioner Lam-Julian as Parliamentarian Pro Tem for the meeting.

Second: Received

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Motion passed

VI. Discussion: Commission Governance, Meeting Procedures, and Bylaw Alignment

The Commission conducted a discussion consistent with the agenda item.

Topics discussed included:

- Attendance and participation procedures
 - On record, Chair will request attendance and participation records of former Secretary
- Roles and responsibilities of commissioners, officers, staff
 - On record, Chair has requested explicit job description of this Commission's staff liaison
- Complaint and escalation processes
 - On record, Chair has delivered written statements to Supervisor Burgis
- Communication protocols
- Financial oversight and access to records
- Vacancy and membership processes
- Onboarding and training practices
- Accessibility of Commission records

No action was taken under this item.

VII. Action: Direction on Governance Process Improvements

Action: Motion for Chair to provide governing documents to all commissioners and require commissioners review and acknowledge reading those materials prior to April 28, 2026, and provide access to additional historical files named.

Governing materials referenced:

- Commission bylaws
- County advisory handbook
- County memos

Historical materials referenced:

- Commission historical/project materials
- Financial documents, including contracts

Motion: Lucey | **Second:** Rizzo

Vote:

Ayes: Lucey, Allen, Acosta Beer, Criswell, Lam-Julian, Rizzo

Result: Motion passed

VIII. Extension of Meeting

Action: Motion to extend the meeting by five minutes.

Vote: Ayes: Lucey, Allen, Acosta Beer, Criswell, Lam-Julian, Rizzo

Result: Motion passed

Membership Committee, Standing Rules Committee, administrative procedure for complaints, vacancy process postponement deliberated. No additional actions were moved due to time.

IX. Adjourn

The meeting was adjourned at approximately 12:06 p.m.