

Meeting Minutes - DRAFT
CONTRA COSTA COUNTY
Decision-Making Subcommittee of the
Integrated Pest Management Advisory Committee

Thursday April 23, 202

10:00 AM

2380 Bisso Lane, Concord
<https://zoom.us/j/97982014544>

Members Present: Carlos Agurto (Chair), Matt Slattengren (for Gabriel Chan), Michelle Cordis, Andrew Sutherland

Members Absent:

Others Present: Wade Finlinson, Susanna Thompson (attended as member of the public only)

1. Convene and Introductions

The Chair called the meeting to order at 10:03 AM.

2. Public comment on items not on this agenda.

None

3. CONSIDER approval of the August 21, 2025 IPM Decision-Making Subcommittee meeting minutes.

A motion was made and seconded (CA/MC) to approve the August 21,2025 minutes as presented.

Ayes:, Cordis, Agurto

Noes:

Abstain: Slattengren, Sutherland

Absent: Thompson

Public speakers: None

4. DISCUSS the broader role of the Subcommittee and ADVISE staff on priorities to develop for consideration at future meetings.

The IPM Coordinator referenced the discussion of the full Committee during the February meeting involving the intention to explore the possible transition towards a less-formal advisory body structure. Subsequent conversations have cautioned against moving away from being a Brown Act body while being encouraged to streamline IPMAC functions in way that values the contribution of

time of Committee members and County staff. He noted the importance of decision documents in the broader implementation of the IPM Policy and indicated an interest in revising the process for how these documents are created and updated.

Subcommittee members made the following comments:

- *The purpose of these documents is to:
 1. document current processes—staff should own this piece
 2. make recommendations—this should come from Committee
 3. communicate to public, staff, and other interested parties.*
- *In order for the Committee to make recommendations for each program, we need to understand each program better.*
- *Recommendations and departmental responses to recommendations should be publicly accessible alongside documentation of current processes.*
- *Historically, staff representatives on the Committee would create the first drafts of certain decision documents before the IPM Coordinator and the subcommittee. Staff changes over time altered that workflow.*
- *Nimble, form-based web system will allow for flexibility and documents being up to date and more impactful.*
- *Preference for website to be independent of operational departments, if possible.*
- *We have shared goal of less meetings, and less contention and hopefully we have the shared goal of the purpose of these documents.*
- *A flow chart may be helpful to specify who is responsible for each section of decision documentation.*
- *Web site should have a page with links to a description of each program subject to the IPM Policy where applicable IPM plans and decision documents are housed. General IPM Decision Tree should be centrally depicted.*
- *It may be easier to expect staff to focus on simply documenting what they are doing within operations instead of granular descriptions of sensitive site considerations that may be highly variable between sites.*
- *Public concern about these types of programs will continue to grow*
- *If this process is streamlined, we will be able to accomplish more by meeting less.*
- *Staff was encouraged to start building a website that will house these respective components.*
- *Ag. Department leadership will inquire on the feasibility of centrally hosting the site so it does not appear to be a program that only involves the Ag. Department.*
- *It's important that the IPM Program is seen as a 3rd party to the operational departments especially with the upcoming reorganization that will put the IPM Coordinator in the Ag. Department*

- *The Ag. Commissioner expressed an intention to support the continued independence of the IPM Program without getting between established policy relationships of the IPM Coordinator, this Advisory Committee, the Transportation, Water, and Infrastructure Committee of the Board of Supervisors, and the County Administrator's Office.*
- *It may be worthwhile to draft a statement of impartiality to clarify the pending move of the IPM Coordinator to the Ag. Department.*
- *The IPM Program website should include a section where the public can submit needs, concerns, and priorities associated with IPM.*
- *ADA web accessibility was extensively discussed.*

No formal action was taken.

Public speakers: Susanna Thompson indicated general agreement with the proceedings.

5. PLAN the next meeting.

No formal action was taken.

Public Speakers: None

The meeting adjourned at 11:52 AM.