



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Internal Operations Committee

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

<https://cccouny-us.zoom.us/j/85280600959>  
Call In: 888-278-0254 Conference code: 845965

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Monday, October 14, 2024

11:00 AM

309 Diablo Rd, Danville  
3361 Walnut Blvd, Suite 140, Brentwood  
<https://cccouny-us.zoom.us/j/85280600959>  
Call In: 888-278-0254 Conference code: 845965

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1. Call to Order

*Chair Burgis called the meeting to order at 11:00 a.m. In attendance were: Marc Shorr, Nathan Wiebe, Rex Fujikawa, Derene Allen, Igor Skaredoff, Carrie Ricci, Cindy Shehorn, Renee Fernandez-Lipp, Chris De Dios, Steve Burdo, Ben Winkleblack, Tatiana Moger, Tamina Alon, Kara Galindo, Jill Ray, DeVonn Powers, Leonard Ramirez, Alicia Nuchols, Chrystine Robbins, John Dante, Cora Young, Lisa Kirk, District 3 Supervisor's office, and Julie Enea (Committee Staff).*

**Present:** Diane Burgis and Candace Andersen

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

*No one requested to speak during the general public comment period.*

3. RECEIVE and APPROVE the Record of Action for the September 9, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

**Attachments:** [DRAFT IOC Record of Action for 9-9-24 Meeting](#)

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

4. INTERVIEW applicants for three Director seats on the Contra Costa Resource Conservation District board of directors and CONSIDER making recommending to the Board of Supervisors for appointments to terms that will begin on December 1, 2024 and expire on November 30, 2028. (Julie Enea, County Administrator's Office)

**Attachments:** [CCRCD Media Release 2024](#)  
[Allen, Derene \(RCD\) 09-24-24](#)  
[Castillo Lorena \(RCD\) 2024](#)  
[Fernandez-Lipp, Renee \(RCD\) 09-25-24](#)  
[Skaredoff, Igor \(RCD\) 09-01-24](#)

*The Committee interviewed Igor Skaredoff, Renee Fernandez-Lipp, and Derene Allen. Applicant Lorena Castillo was not present. Igor Skaredoff corrected erroneous information in his application. At the conclusion of the interviews, the Committee decided to recommend reappointment of the three incumbents: Igor Skaredoff, Renee Fernandez-Lipp, and Lorena Castillo to the Board of Directors. The Committee encouraged Derene Allen to seek an Associate Director role with the District in order to gain more familiarity with the District and the responsibilities of its board of directors.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

5. RECEIVE and CONSIDER approving the proposed Artificial Intelligence Policy or directing modifications to the policy for final recommendation to the Board of Supervisors. (Marc Shorr and Nathan Wiebe, Department of Information Technology)

**Attachments:** [DRAFT Policy on Artificial Intelligence DoIT PRESENTATION: Artificial Intelligence Policy](#)

*Chief Information Officer Marc Shorr outlined the draft Artificial Intelligence (AI) policy and emphasized three goals: to partner with and support responsible use of AI, to protect data, and accommodate exceptions to generative AI uses for limited business cases. Marc explained that AI is already in use in County government and discussed what is occurring industry-wide. Key to the policy will be employee education and training of the risks and benefits of AI, particularly in business cases involving personal identification information, personal health data, and other similarly sensitive data. DoIT's main strategy to reduce risk is to encourage use of AI tools made especially for government agencies, such as Microsoft Copilot for government agencies. He also stressed the responsibility for all County employees to verify and validate the output of AI applications.*

*Cyber Security Chief Rex Fujikawa discussed the security standards prescribed in the draft AI policy, which were developed collaboratively with Risk Management and County Counsel. An important element of the policy is a contractual standard for vendor security to ensure that the County is meeting any regulatory and legal compliance and that County departments are selecting and utilizing AI tools appropriate to each business case. Lastly, Rex discussed a plan for staff training and education, similar to the plan contained in the recent Cyber Security Policy.*

*In response to Chair Burgis's question about blocking risky applications on County devices, Rex explained that the County has the capability to block any application within the County's firewall and device management software.*

*Asst. CIO Nathan Wiebe summarized by saying that DoIT's goal is to be a good partner to departments, to provide guide rails and education on the use of AI, and to coach and advise those departments needing an exception to the AI tooling that DoIT will be providing at the enterprise level.*

*Vice Chair Andersen agreed that it will be important to provide department's AI tools that are trustworthy for government, but acknowledged that the draft policy is very*

*simplistic and likely has much more detail behind it in terms of its actual administration. She was supportive of the draft policy.*

*Chair Burgis expressed concern about employees not necessarily recognizing AI tools, since they are often embedded in everyday applications, e.g., spell check, Siri, Chat bots, etc.*

*John Dante commented that it costs tens and hundreds of millions of dollars to teach an AI model and asked what data would be used to teach a model? He cautioned the County to use caution going forward.*

*The Committee directed DoIT to bring the draft AI Policy to the Board in November as a discussion item.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

6. CONSIDER recommended changes to the Small Business Enterprise and Outreach Programs. (Carrie Ricci and Cindy Shehorn, Public Works Department)

**Attachments:** [Attachment 1: SBE Programs Administrative Bulletin draft 10.4.20](#)  
[Attachment 2: Admin Bulletin 600.3 BOS Approved 6-27-23](#)

*Purchasing Services Manager Cindy Shehorn presented the staff report and recommendations. She reviewed the history of the County's Small Business Enterprise (SBE), Outreach, eOutreach, and Local Bid Preference programs and explained that staff's recommendations attempt to reconcile these separate programs to provide clear guidance for County departments. She noted that the County's new Purchasing Policy incorporates outreach protocols and effectively supersedes and replaces the County's old Outreach and eOutreach programs, which are recommended for abolishment. What would remain is an updated Small Business Enterprise Program and the Local Bid Preference Program, each which can stand independent of the larger County Purchasing Policy.*

*Cindy also explained that the Purchasing Division is currently reviewing the County's Procurement Card policy to re-evaluate the list of authorized transactions and will bring forth recommendations at a later date.*

*Tatiana Moger of DoIT demonstrated the County's new BizFinder web application, a mapping tool that can be used to search businesses registered in the County's Purchasing Portal based on certain characteristics, such as local, small, minority or women owned, within a specified radius, by type of commodity or service offered, etc. The tool was designed specifically to support County departments to meet SBE goals but can be used for other purposes.*

*Vice Chair Andersen asked how we were spreading the word about Purchasing Portal Registration, to which staff replied that letters could be included in business license applications. Carrie Ricci reported that Purchasing has worked with the Office of Communication and Media to produce videos and brochures in multiple languages to*

*raise awareness, provide instruction, and facilitate online registration.*

*Chair Burgis asked staff to brainstorm if enough is being done and what else could be done to increase awareness of County business opportunities and portal registration.*

*Vice Chair Andersen was supportive of the amended policies and providing consistent messaging to departments in one place.*

*No one else requested to comment on the item.*

*The Committee approved staff's recommendations.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

7. CONSIDER accepting the Fiscal Year 2023/24 Animal Benefit Fund Report. (Ben Winkleblack, Animal Services Director)

**Attachments:** [Animal Benefit Fund Presentation 2024](#)

*Animal Services Director Ben Winkleblack presented the annual report. He summarized the history of the Animal Benefit Fund and the service areas in which funds are currently dedicated: medical assistance, spay/neuter and wellness, and shelter intervention. He shared annual data, individual stories and photos of animals and families that benefited from services provided with this special funding, and expressed gratitude for the ability to provide this progressive but structured programming.*

*He reviewed his future goals to target specific communities where greater needs have been identified, to increase funding for shelter intervention and expand the number of service partners. He confirmed that the Animal Benefit Fund is a government fund, not a nonprofit corporation and, while he believes that donations to it are tax deductible, he cannot offer tax advice and donors should consult a tax accountant to verify.*

*Lisa Kirk commented on the need for adequate funding for Trap/Neuter/Return (TNR) for community cats and had many questions about fund allocation. The Committee directed Ms. Kirk to Animal Services administration for more information.*

*The Committee accepted the annual report and directed that it be forward to the Board of Supervisors on a future Consent calendar.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

8. The November 11, 2024 meeting is canceled in observation of Veterans Day. The next meeting is currently scheduled for November 18, 2024.

*The Committee confirmed the rescheduled meeting date and time. However, it was subsequently rescheduled for November 14, 2024 at 2:30 PM instead of 1:30 PM.*

## 9. Adjourn

***Chair Burgis adjourned the meeting at 12:23 PM.***

## 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.

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