

Contra Costa County Employment & Human Services Department Community Services Bureau

Executive Committee Positions and Responsibilities

Officers: The officers of the EOC shall be the Chairperson, Vice-Chairperson and Secretary. Officers shall be elected annually at the September meeting.

Executive Committee: Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

Chairperson: The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointment to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

Secretary: The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

Contra Costa County
Clerk of the Board



DATE: July 14, 2023

TO: County Advisory Bodies & Staff

FROM: Jami Morritt, Chief Assistant Clerk of the Board & Senior Deputy County Administrator
Lauren Hull, Senior Management Analyst

SUBJECT: **REQUIRED IMPLICIT BIAS TRAINING FOR COUNTY ADVISORY BODIES**

On July 11, 2023, the Board of Supervisors added an implicit bias training requirement to the county's required training curriculum for advisory body members. This training will be in addition to the Brown Act & Better Government Ordinance and AB 1234 Ethics trainings that were already in place, for a total of three required trainings. The board order adopting this requirement is included as Attachment A.

The implicit bias training is offered as a [3-module online course](#) developed by the National Institutes of Health (NIH). It will take approximately one hour to complete and will require that advisory body members take a screenshot of the course completion screen as well as complete a training certification form to evidence completion. The updated training certification form is included in this memo as Attachment B, and a handout summarizing all required trainings and how to access them is included as Attachment C.

Advisory body members will be required to complete this training within three (3) months of appointment or within three (3) months of the adoption of this requirement for current appointees. Advisory body members will be required to renew the training every two (2) years thereafter.

If an advisory body member has already received a training certificate by taking an implicit bias training course through their employer or another civic organization, such a certificate will be accepted in lieu of completing the NIH training modules.

If you have any questions, please contact Lauren Hull in the Clerk of the Board's Office at (925) 655-2007 or Lauren.Hull@cob.cccounty.us.

Thank you.

Attachment A – Board Order Adopting Implicit Bias Training Requirement

Attachment B – Updated Training Certification Form

Attachment C – Updated Training Requirements Handout

To: Board of Supervisors
 From: INTERNAL OPERATIONS COMMITTEE
 Date: July 11, 2023



Contra
 Costa
 County

Subject: AUGMENTING THE TRAINING CURRICULUM FOR BOARD ADVISORY BODY APPOINTEES WITH
 IMPLICIT BIAS TRAINING

RECOMMENDATION(S):

AUGMENT the County's required training curriculum for County advisory body members with Implicit Bias training offered free of charge online by the National Institutes of Health or as evidenced by a certificate of training through their employer or another civic organization, that would accepted in lieu.

FISCAL IMPACT:

The recommendation would result in no fiscal impact to the County. The recommended training is offered free of charge online.

BACKGROUND:

At its regular meeting on June 12, the Internal Operations Committee (IOC) considered whether the County should add Implicit Bias training to the required training curriculum for County advisory body appointees. Currently, advisory body members are required to take training on the Brown Act, Better Government Ordinance, and Ethics for Local Government Officials.

While most people believe decision-making is a rational process, research has proven that implicit bias can lead one to certain conclusions without one's conscious awareness. An implicit bias can make us susceptible to unintentionally acting in ways that are inconsistent with our values. For learning leaders, this can affect people throughout an organization. Implicit bias training can make people aware that unconscious bias exists and help them take steps to reduce the likelihood that bias will impact their decisions.

The IOC considered the following four free online Implicit Bias training offerings, including the [National Institutes](#)

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/11/2023** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 11, 2023

Contact: Julie Enea (925)
 655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

[of Health](#), [Nonprofitready.org](#), [Kirwan Institute for the Study of Race and Ethnicity](#), and the [UCLA Office of Equity, Diversity and Inclusion](#), and recommends the training offered by the National Institutes of Health, a three-module course designed to help users learn what bias is, how to recognize it, and how to minimize its impact. It promises to provide users with knowledge and strategies to create psychological safety and enhance team engagement to foster an inclusive culture. NIH is recommended because:

- NIH is a part of the U.S. Department of Health and Human Services
- It does not require establishment of a user account
- It Includes practice sessions with questions and interactive scenarios

BACKGROUND: (CONT'D)

The NIH training will require approximately one hour to complete and will require that users take a screen shot of the course completion screen to evidence completion. This is a link to the PDF version of the complete course:

https://diversity.nih.gov/sites/coswd/files/images/NIH_Implicit_Bias_Full_Course.pdf.

While all of the online trainings courses screened were very good, the IOC recommends specifying one training that will satisfy the County, to ensure a consistent knowledge base among Board advisory body appointees.

As an alternative, if a commissioner has received a certificate of training through their employer or another civic organization, that would accepted in lieu.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the National Institutes of Health through an [online 3-module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on _____ (date), I have watched or attended the entire training: **"The Brown Act and Better Government Ordinance."**

By signing below, I certify that on _____ (date), I completed the Fair Political Practices Commission (FPPC) training: **"Ethics for Local Government Officials."** I have received the certificate of completion from the FPPC.

By signing below, I certify that on _____ (date), I completed the National Institutes of Health **"Implicit Bias Training"** OR have completed an alternative implicit bias training program through my employer or other civic organization.

(Name of Advisory Body)

(Name of Member)

(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.

Contra Costa County Clerk of the Board

1025 Escobar Street, 1st Floor
Martinez, California 94553-4068
(925) 655-2000



Training Requirements for Boards, Commissions, & Committees

Appointed members of county advisory and independent bodies serve at the pleasure of the Board of Supervisors and must comply with county policies.

County policies require members to complete three trainings and certify completion. Members are required to complete these mandatory trainings within three months of appointment.

The three required trainings cover open meeting laws, ethics for local government officials, and implicit bias.

<u>Training</u>	<u>Format</u>	<u>Offered by</u>
Brown Act & Better Government Ordinance	Video	Contra Costa County Counsel & Clerk of the Board
Ethics for Local Government Officials	Online training module	California Fair Political Practices Commission
Implicit Bias Training Course	Online training module	National Institutes of Health

Steps to complete the trainings:

1. Watch the [Open Meetings Training](#) and follow along using the [Materials Packet](#).
2. [Create an account](#) with the Fair Political Practices Commission and complete the [Ethics Training](#).
3. Complete the [Implicit Bias Training](#) from the National Institutes of Health, or provide a certificate from an implicit bias training course you completed through your employer or other civic organization.
4. Complete the [Training Certification Form](#) and return it to your advisory body staff person.

For more information or any questions, please visit the [Training Resources webpage](#) or contact the Clerk of the Board at (925) 655-2000 or ClerkoftheBoard@cob.cccounty.us.

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase I

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or because of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase I of the Triennial Review will cover the years 2020, 2021, and 2022. Please complete all three parts of the attached survey, including [Part I: Questions](#), [Part II: Materials](#), and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Friday, December 1, 2023**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
Attn: Lauren Hull, Senior Management Analyst
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

Contra Costa County Board of Supervisors Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Economic Opportunity Council

Name of Person Completing the Triennial Review Survey: Christina Reich

Chairperson Name: Renee Zeimer

Main Staff Person Name: Christina Reich

Staff Agency/Department: Employment and Human Services Community Services Bureau

Main Staff Telephone Number: 925-608-8819

Main Staff Email: creich@ehsd.cccounty.us

Website (enter "N/A" if the body does not have a website): www.ehsd.org

How many staff members provide support for this body? Four (4)

On average, how many total hours per week of staff support does this body utilize? 16

MEMBERSHIP

1. How many authorized, voting seats are on the body? 15

2. How many authorized, voting seats are currently filled? 10

3. Does the body have a sufficient number of members to achieve its mission?

☒ Yes

☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

☒ Yes

☐ No

If "No", please indicate which seats you would modify and why.

Click or tap here to enter text.

5. **Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

☒ Yes

☐ No

If “Yes”, please describe the membership challenges experienced.

Low-income, disabled, and senior members have difficulty attending meetings in person and the EOC is advocating for changes in the Brown Act to allow teleconferencing to ensure “maximum feasible participation” as required by CSBG IM 182.

6. **Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

☒ Yes

☐ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

One-third of the members (5) must be Public Sector and appointed by each Supervisor, one-third (5) must be low-income, and one-third (5) must be from the Private/Non-Profit Sector with compelling reasons for working with the economically disadvantaged.

MEETINGS

1. **How many “full body” meetings were scheduled during the last 36 months?** 33
2. **How many “full body” meetings were cancelled during the last 36 months?** 6
3. **How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** 6
4. **How many subcommittees does the body have and how frequently do they meet?**
There are 5 subcommittees. The Executive and Fiscal subcommittees meeting monthly, and the rest meet as needed, and not more the twice per year.
5. **How many times did members attend meetings remotely for “just cause” in the past year?** 0
6. **How many times did members attend meetings remotely for “emergency circumstances” in the past year?** 0
7. **Aside from being in person, how can members of the public view meetings and provide public comment?**
☐ N/A (i.e. attending in person is the only option)
☒ Via both phone and an online platform
☐ Via phone only

☐ Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. **How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility?** Every two years, the EOC holds a series of public hearings in East, Central, and West County and with the Head Start Policy Council to hear their issues and address them in the Community Action Plan. The EOC also holds annual events with CSBG Subcontractors to foster a system of care environment. They also conduct annual monitoring of the service providers and hear concerns and successes.
2. **How are stakeholder and public input incorporated into the body's mission and objectives?** The information gleaned from public hearings, monitoring and a county-wide Community Assessment is incorporated into the EOC's five-year strategic plan (inclusive of mission), its 2-year Community Action Plan, and its RFI process for funding of non-profits using CSBG funds.
3. **What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** Information is shared on social media, the Employment and Human Services website and the county website. We also purchase useful incentives and provide food to encourage participation. For example, we provided backpacks for the house-less during the pandemic full of personal hygiene products, PPE, and healthy snacks. For the public hearings, we provided messenger bags with planners, gloves, hats, scarfs, and healthy snacks.
4. **How far in advance of the meeting date does the body post its meeting notice?** 96 hours or more.
5. **Where are meeting notices posted? Please note all locations, both physical and electronic.** The county website and the EHSD website, as well as in the enclosed bulletin board outside the location of the meetings at 1470 Civic Court, Concord, CA 94520.
6. **What information is regularly presented to the body's members to keep them informed of the body's performance?** Annual report data that includes demographics and data on our efforts to meet the National Performance Indicators (NPIs), budget report on spend-down efforts by subcontractors, and monitoring reports, which they help to develop.

MISSION & PURPOSE

1. **Is this body or its activities mandated by state or federal law or regulations?**
 - ☒ Yes
 - ☐ No

If "Yes", please provide the citation to the applicable law. Section 676B of the Community Services Block Grant Reauthorization Act of 1998.

2. **What is the original purpose and responsibility of the body, as prescribed in its establishing documents?** Since 1968, local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.
3. **Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?**

☐ Yes

☒ No

If "Yes", please describe these changes.

[Click or tap here to enter text.](#)

4. **Are the body's bylaws reflective of the body's current mission, purpose, and focus?**

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ

from the existing bylaws.

[Click or tap here to enter text.](#)

5. **Do you recommend changes to the body's mission, purpose, or focus?**

☐ Yes

☒ No

If "Yes", please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. **What target population or priority communities are served by the body?** Low-income individuals and families living in Contra Costa County.
7. **List activities, services, programs, and/or special projects the body delivers to achieve its current mission.** Emergency food distribution, food reclamation, hot meal programs, emergency family shelter, transitional shelter, gun violence prevention programs, mental health and domestic violence intervention programs, legal service, eviction prevention, rental assistance, job training and placement programs, union construction trades training and placement, and economic security training.

BUDGET

1. **Does the body have an annual operating budget?**

☒ Yes

☐ No

2. **Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?**

☐ Yes

☒ No

If “Yes”, please list the organization.

Click or tap here to enter text.

CHALLENGES

1. **Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?**

☒ Yes

☐ No

If “Yes”, please provide a description of the challenge or concern.

On March 1, 2023, the EOC was required to return to in-person meetings following the expiration of the Governor’s COVID-19 emergency board order. Teleconferencing was no longer available to us for achieving a quorum. Since then, the EOC has had to cancel more meetings than ever before.

If “Yes”, please also list who is affected by this challenge or problem.

Not surprisingly, participation for many low-income members has become unsustainable and resulted in board resignations. We are losing the low-income voices on our board! Despite our recruitment efforts we have had greatest difficulty filling vacated low-income sector seats although it has been difficult filling seats in all three sectors given the imposed in-person meeting requirement.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

As a federal program, Community Action is designed for “maximum feasible participation” of local, low-income community stakeholders. Given our situation, we are unable to meet that goal. We are hopeful that there is an administrative fix that would afford California’s public Community Action Agencies (CAAs) the same meeting flexibility as the non-profits CAAs in our network. We look forward to working with you on a resolution.

ACCOMPLISHMENTS & IMPACT

1. **Describe the specific impact of the work of the body and its work in achieving its mission.** The EOC made tremendous impact during 2020-22 as the pandemic raged on in our county. They effectively distributed 28 pallets of PPE to 13 subcontractors serving our low-income community, held roundtable discussions to ensure that our subcontractors practiced wellness and collective impact, and hosted an incredible event to celebrate the House passing the reauthorization of CSBG with guests Congressman Mark DeSaulnier and David Bradly, CEO of the National Community Action Foundation.

- 2. Describe any effects the body has had on the target population or community.** In addition to providing the services described in the Mission and Purpose Section, #7, the EOC effectively 1.2 million dollars in CARES Act funding into the community to address rental assistance, food insecurity, water debt relief, and mental health support to over 10,000 low-income residents in Contra Costa County. Collectively, over the last three years, 30,459 individuals have benefited from services provided using CSBG funds as determined by the EOC.
- 3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. While the individual achievements are many, some of the highlights of the impact of the board members are:
- Our Chairperson and District II Public Sector Representative is active in voter registration outreach and provides training throughout the community. She also came out of retirement to work for Health Services in our county during the pandemic so ensure our community had equitable access to vaccines, boosters, and testing.
 - Our District III Public Sector representative was the First Vice President on the California Community Action Partnership Association (CalCAPA) which serves as the premier poverty fighting association in California. This representation allows for the EOC to hear directly from leaders who are strategizing to beat poverty in the State and our community.
 - Our Private/Non-Profit Sector Seat 5 member has supplied children in our CSBG funded shelters with new clothing every year, which she purchased herself. She is also a mentor for the graduates of the Rising Sun Center for Opportunity program as she is a retired union electrician. She also attends numerous Town Halls in central county, hosted by federal, state, and local legislators to ensure they know about the issues facing our communities.
 - Our Private/Non-Profit Sector Seat 4 member purchased two sturdy pop-up shelters for a small church outreach group that provides emergency food to the hungry in Concord after she heard their call for help during our devastating rains.

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the last 5 meetings
 - ☒ Attached; *or*
 - ☐ Link: [*Click or tap here to enter text.*](#)
- Minutes (or records of action) from the last 5 meetings
 - ☒ Attached; *or*
 - ☐ Link : [*Click or tap here to enter text.*](#)
- Bylaws currently in effect

- ☐ This body does not have bylaws; *or*
- ☒ Attached; *or*
- ☐ Link: [*Click or tap here to enter text.*](#)

➤ Annual Reports for years 2020, 2021, and 2022 if available, as submitted to the Board of Supervisors

- ☐ There are no annual reports for the years 2020-2022; *or*
- ☒ Attached; *or*
- ☐ Link: [*Click or tap here to enter text.*](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: _____

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: Christina Reich

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board
Lauren.Hull@cob.cccounty.us
(925) 655-2007

Thank you for your time and cooperation!



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.