CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, May 28, 2015
AGENDA ITEM #: 12B
ITEM: ANNUAL REPORT STRUCTURE

RECOMMENDED ACTION:

Commissioners will discuss the format of and information collected for their annual report.
FOR DISCUSSION: work plan and annual report

Library Commission 2014 Annual Report and 2015 Work Plan (excerpt)
Proposed Work Plan / Objectives for 2015:

Goal: Continue to advocate for and support increased funding
- Objective: Support Library Friends fundraising activities
- Objective: Continue to advocate with elected officials for financial support of libraries
- Objective: Recommend the levels of funding necessary to provide each level of service proposed
- Objective: Explore alternative methods of establishing stable and adequate funding
- Objective: Continued support and participation at the branch/City level

Goal: Continue to promote, expand, educate, and support library services and programs for all of the communities
- Objective: Support City Reads programs
- Objective: Work with Library staff on local projects - supporting library services
- Objective: Assist in the development of policies
- Objective: Provide community input to the County Library
- Objective: Promote collection development in languages other than English

Goal: Continue supporting/assisting Friends of the Library groups.
- Objective: Participate as members of Friends groups for community libraries
- Objective: Document methods by which County communities have raised funds for facilities
- Objective: Work with Friends and Foundations to attend their Board meetings

Goal: Continue to develop skills as a Library Commissioner and be actively involved
- Objective: Participate in Library Commission meetings
- Objective: Provide reports about the Library Commission to City Councils, Friends, etc
- Objective: Join/Renew Commissioner’s CPLA (California Public Library Advocates) memberships
- Objective: Attend library workshops, seminars, trainings, and report on these to the Commission
- Objective: Commissioner Smith (District IV) will continue to conduct Board Effectiveness Trainings
- Objective: Participate in further trainings to understand what activities are allowable by law or County ordinance for the Library Commission
- Objective: Schedule/hold regular meetings with individual Library Managers to increase communications and continue to learn about the Library
- Objective: Develop goals and objectives that may be undertaken by the Commission as an official body that directly address the Commission’s purpose and duties as stated in its bylaws
Sample Work Plan Objectives Reflecting Commission's Stated Purpose

Goal: To serve in an advisory capacity to the Board of Supervisors and the County Librarian.
Objective: Remain apprised of Library plans, programming, and operations.
Objective: Share knowledge about the activities of other libraries and related organizations.
Objective: Assess relevant input and advise the Board of Supervisors and County Librarian as appropriate

Goal: To provide a link between the community and the County Library.
Objective: Promote communication from the public via email or other correspondence on matters that are under the purview of the Commission.
Objective: At the discretion of individual commissioners, publicize ways for constituents to contact their commissioner.
Objective: Reach out to segments of the community that are not presently connected with the Library to identify needs.

Goal: To provide a forum for the public to express its views regarding the goals and operations of the County Library.
Objective: Promote the segment of the agenda devoted to "Items from the Public."
Objective: Encourage public comment on agenda items as they are being discussed.
Objective: Hold hearings that permit the public to express its views on matters relating to the Library when interest is warranted.

Goal: To assist the Board of Supervisors and the County Librarian in providing library services based on assessed public need.
Objective: Support and promote the Library's strategic plan.
Objective: Undertake activities appropriate to the Commission as a body that will advance the strategic plan, e.g. marketing library services.

Goal: To make recommendations to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, ways to ensure stable and adequate funding for libraries in the County.
Objective: Continue to submit position recommendations to the Board of Supervisors.
Objective: Research and hold substantive discussions of positions prior to recommendation.

BY-LAWS OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION (excerpt)
III: PURPOSE
The Commission is created for the following purposes:
A. To serve in an advisory capacity to the Board of Supervisors and the County Librarian.
B. To provide a link between the community and the County Library.
C. To provide a forum for the public to express its views regarding the goals and operations of the County Library.
D. To assist the Board of Supervisors and the County Librarian in providing library services based on assessed public need.
E. To make recommendations to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, ways to ensure stable and adequate funding for libraries in the County.
BY-LAWS OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION (excerpt)

IV: DUTIES

The Commission shall perform the following advisory functions:

A. Participate in short and long range planning activities for libraries.
B. Hold hearings that permit the public to express its views on matters related to the County Library.
C. Monitor progress made in achieving goals set forth in plans adopted by the Board. Report and make recommendations to the Board and the County Librarian in this regard.
D. If the Commission has concerns or questions regarding the library budget, the Commission may make recommendations to the Board and County Librarian.
E. Assist in the development of policies that the Commission and the County Librarian determine will improve the operations of, and services available through, the County Library.
F. Advocate and recommend the levels of funding necessary to provide each level of service proposed by the Commission, the Board, or the County Librarian, as the case may be. Explore alternative methods of establishing stable and adequate funding for each level. Report the Commission's findings, along with any related recommendations, to the Board of Supervisors and the County Librarian.
G. Perform other tasks and assignments that are referred to the Commission by the Board or County Librarian.
H. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.
I. Oversee the actions of standing and ad hoc committees of the Commission.
J. Discuss and vote on major policy issues.
K. Provide community input for the County Library.
Library Commission 2014 Annual Report and 2015 Work Plan

Library Commission meets 4th Thursday of alternating months
Library Commission meets at Library Administration, 75 Santa Barbara Road, Pleasant Hill
Dr. Shirley Peck, Chair
Kathy Fuller, Vice-chair
Staff: Jessica A. Hudson, County Librarian and Cathy E. Sanford, former Interim County Librarian

1. Activities
   o Provided information and reports to Library Friends, Foundations, appointing agencies, Mayors Conferences, MACs, community library commissions and community library managers about library activities; also attended State Legislators’ meetings.
   o Received a presentation on the Library’s 2014-2017 Strategic Plan and participated in the planning process, including Town Hall meetings; received a presentation on the budget.
   o Held discussions on State funding item SB 1455, the California Reading and Literacy Improvement and Public Library Construction and renovation Bond Act of 2014.
   o Frequently serve as board members and officers of Library Friends, Foundations, endowments, and community library commissions; involvement in Friends’ membership recruitment, fundraising activities for community libraries, book sales, volunteering, and assisting with library programming, such as: city read programs, Countywide Summer Reading Festival, and youth activities.
   o Received a presentation on War Ink, Contra Costa County Library’s grant funded veteran’s memorial tattoo stories project.
   o Participated in the Safety and Security Planning for the Library system as a whole and the Antioch Library in specific.
   o Received a presentation on the move and expansion of the San Pablo Library and the San Ramon Library; provided feedback on the draft floor plans and project.
   o Commissioner Smith (District IV) served as a board member for California Public Library Advocates (CPLA) and gave a report on the 2014 California Library Association meeting in Oakland CA.

2. Accomplishments
   o Sent letters through the Board of Supervisors supporting SCA7 and SB1455.
   o Commissioner Smith (District IV) spoke during State presentation about SB1455 and participated in a panel presentation put on by CPLA (California Public Library Advocates) at the 2014 California Library Association meeting entitled “Be the Change, Make the Change, Raise the Change” to promoted greater awareness among participants.
   o Commissioner Smith (District IV) conducted Board Effectiveness Training for another library jurisdiction in California to help increase skills and knowledge for participants.
   o Commissioner Ruehlig (Antioch) attended a City Council meeting to speak about the safety and security issues at the library to help build public and political support for greater facility safety.
   o Commissioner Lum (Moraga) succeeded in getting continued Town Council support for matching the Friend’s donation for maintaining Sunday hours at the Moraga Library.
   o Commissioners Meisch (Walnut Creek) and LaLonne (Walnut Creek-Alternate) are participating in a work group put together by the City of Walnut Creek to explore funding options for the 2016-2018 budget cycle to provide hours over 35 for both Walnut Creek Libraries.
   o Commissioner Woo (El Cerrito) attended and helped promote the Rotary Club of El Cerrito’s annual Cerrito Vista Sip and Savor fundraiser, which raised funds towards a new library.
   o Commissioner Fuller (Martinez) completed 10 years of services on the Library Commission.
   o Commissioner Atkinson (Clayton) established a closer relationship with the local paper to promote Library activities.
   o Commission Chair Peck (Brentwood) worked on the Brentwood Library expansion project with the City of Brentwood, the City’s Land Use and Development Committee, and the Brentwood City Council.
   o Commissioner McNeil (San Pablo) attending a City Council meeting in support of the plans for a moved and expanded San Pablo facility. Additionally, he worked with the County Library and City as a member of the Friends of the Library to help hone the plans.
   o Commissioner Panas (El Cerrito) is working with the New El Cerrito Library Committee on fundraising and advocacy for a new facility.
Library Commission 2014 Annual Report and 2015 Work Plan

- Commissioners O'Rourke (Pinole) and Magann (Pinole-Alternate) attended a meeting chaired by Supervisor John Gioia's office exploring the idea of hours and facilities for the Pinole Library.
- Commissioner Bracken (Pleasant Hill) is part of the New Pleasant Hill Library Task Force, convened by the City of Pleasant Hill, which is looking into the possibility of a new library facility. Bracken is on both the full Task Force and a member of the Funding subcommittee.
- Library Commission sent a Board Order to the Board of Supervisors requesting that they adopt a resolution on privacy rights and open government

3. Attendance/Representation

The 29-member Library Commission is diverse and meets the Board of Supervisors' goal to maintain an ethnic, economic, and geographic balance. A wide range of ages is represented on the Library Commission. All six meetings in 2014 achieved a quorum and many alternate Commissioners attended meetings in addition to the appointed Commissioner. (Attachment - attendance report)

4. Training/Certification

- Thirty-six members viewed and reviewed recordings on the Brown Act and Conflict of Interest as required by the Board of Supervisors.
- Some Commissioners renewed CPLA (California Public Library Advocates) memberships
- Some Commissioners attended the May 1, 2014 County's Annual Training for advisory bodies

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CONTRA COSTA COUNTY PUBLIC LAW LIBRARY
ADVISORY BODY 2014 ANNUAL REPORT
TO CONTRA COSTA COUNTY BOARD OF SUPERVISORS

ADVISORY BODY: Contra Costa County Public Law Library Board of Trustees

MEETING TIME: 12:15 p.m. on the last Thursday of each month is the normal meeting time. In the case of a meeting date conflicting with a holiday, the meeting is scheduled one week earlier in the month.

LOCATION: Contra Costa County Public Law Library
1020 Ward Street, Floor 1
Martinez, CA 94553

PRESIDENT DURING REPORTING PERIOD: Hon. Susanne Fenstemacher

STAFF PERSON: Carey Rowan, Library Director

REPORTING PERIOD: January 1- December 31, 2014

I. ACTIVITIES / ACCOMPLISHMENTS:

Administration:
✓ The Board of Trustees met publicly during each month of the year. No meetings were cancelled.

Service:
✓ Serving Contra Costa County out of 3 locations, law library staff interacted with 42,239 users seeking services, either by telephone, email, fax, or in person. This represents an 18% increase over the previous year.
✓ The law library hosted 60 programs, including 39 Guardianship clinics and workshops, 12 Lawyer in the Library clinics, and 9 Conservatorship workshops during the year.
✓ Five hundred and thirty-one people attended our self-help clinics and workshops (Guardianship, Conservatorship, and Lawyer in the Library).

Staffing:
✓ Staffing for the 3 full-time branches consists of 5 full-time staff members. This will change in 2015, due to 2 full-time employee retirements. Budget constraints caused by decreased revenues dictate that the positions be filled with temporary, part-time workers, rather than permanent, full-time employees.
✓ Extra help (hourly) workers are used to supplement the full-time staff, especially in times of staff absence. Use of extra help will increase in 2015, since there will be 3 full-time employees instead of 5, covering the 3 sites.

Outreach:
✓ Once again, the library targeted senior citizens for outreach. Library employees staffed a table at the annual Richmond Senior Health and Information Fair, which afforded the opportunity to meet hundreds of seniors and other people within the community, and distribute brochures and other information about the law library.
✓ The Library Director collaborated with the Director of the Alameda County Law Library and Alameda County Bar Association's Trial Practice Section to provide a series of articles on public law library service in the bay area, with emphasis on the resources and services available at the Contra Costa County Public Law Library and the Alameda County Law Library.


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IV. PROPOSED WORK PLAN / OBJECTIVES FOR 2015

A. The library’s goals as specified in the 2009-2012 Strategic Plan, are still in effect:
   • Provide free access to legal information throughout the county and work with the courts, government, public libraries, educational institutions and the community to expand services to all users groups.
   • Provide a relevant, integrated, balanced collection of material in a variety of formats designed to meet the needs of all user groups, and provide trained staff to assist users in accessing the using the material.
   • Ensure adequate infrastructure within the library, including providing and maintaining reliable, up-to-date technology to meet the diverse needs of library staff and library users.
   • Develop and provide specific collections, programs and services designed to meet the needs of self-represented litigants.
   • Strengthen community awareness of the role and value of the law library.
   • Work with public libraries throughout the county to make certain that all libraries are equipped to provide basic legal reference and research assistance to users.
   • Ensure long-term funding for the county law library system.

B. The following areas have been identified for concentrated effort during 2015:
   • Public service to the bar, the bench and the community will remain the law library’s top priority.
   • The law library will continue to engage in outreach, so as to increase visibility and awareness among the people of Contra Costa County.
   • Collection development and collection analysis will be ongoing throughout the year.
   • The providing of court forms packets transferred from the court to the law library in 2014. Such an approach is more centralized, since patrons purchasing forms often also need to use library resources. This expansion of service is one of the reasons library use increased by 18% this year. The law library will continue to provide forms and packets to users in 2015.
   • Collaborative efforts with other law library professionals for the purpose of achieving solutions to California law libraries’ declining revenues will be a critical focus during the year. Like other county law libraries in California, the Contra Costa County Public Law Library needs a solution to decreased funding resulting from sharp revenue declines in order to continue its long tradition of service to the people of Contra Costa County.

C. The law library is prepared to meet the challenges of 2015.
The activities for the Commission over the past year include:

1. **NACW – National Association of Commissions for Women**
   The CCCW, as a member, co-sponsored a national conference. One Commissioner serves on the board of directors. The NACW is the only voice of advocacy on a national level for women’s commissions.

2. **ACCW – Association of California Commissions for Women**
   The CCCW is a member of the ACCW and have attended the quarterly meetings at Mt. St. Mary’s in LA and in San Jose, CA (the two other meetings were by phone). The ACCW meetings are where California Women’s Commissions share their projects and ideas and report on the status of women across the state. The CCCW is also co-sponsoring the first-ever ACCW state conference which will be in the Fall of 2015 in Sacramento in celebration of the 50th Anniversary of the State Commission. One Commissioner represents the CCCW as the Northern California rep.

3. **2014 Women’s Policy Summit**
   Cosponsored the 2014 Women’s Policy Summit with the California Center for Research on Women and Families, held from January 17th-19th in Sacramento. We will also cosponsor the 2015 Women’s Policy Summit, held on January 14th, in Sacramento.

4. **Social Media/Public Relations Update**
   The Commission continued working on updating and improving the website, and up until September 2014, had a dedicated subcommittee focused on maintaining, expanding, and improving our social media presence through newsletters, Facebook, and the newspapers and local news stations.

5. **Why Women in Leadership? Panel Discussion**
   The Commission Planned and hosted two networking and panel events at JFK University discussing women in the workplace. The first, hosted in May, was focused on non-traditional careers and included the following panel members:
   - Darlene Gayler – VP, Gayler Construction
   - Rae Jones – Nautical Captain
   - Utuna Belfrey – Founder and CEO, Sustainable Futures
   - Chuck Carpenter – Safety Officer and Compliance, Richmond Build
   - Camille Finan - Carpenter & Owner of Divine Kitchens
   - Donna Rayon-Terrell – Retired Firefighter/Fire Inspector/Captain, Contra Costa County

   The second panel, hosted in September, was focused on professional presence and included the following panel members:
D’Ann Hayes, Marketing & Promotional Specialist and Owner, Ink It Up Designs
Carrie LaShell, AICI FLC, Certified Image Consultant and Owner, Such Savvy Style
Maureen Viano, SVP, Professional Services and Career Coach, Lee Hecht Harrison

Both panels were well attended and we received great feedback and interest for future panels.

6. 12th Women’s Hall of Fame Awards Dinner
This established event recognizes women who have made a difference towards equality, innovation, service and achievement in commerce, the environment, health, and community outreach throughout Contra Costa County. Over 250 attendees honored the following eight inductees at the dinner held on March 20, 2014 at the Crowne Plaza, in Concord, CA:

- Women Contributing to the Arts – Honorees
  Edy Schwartz, Moraga & Lauren Jonas, Walnut Creek
- Women Creating Community – Honorees
  Rita Xavier, San Pablo & Sister Ann Weltz, Concord
- Women Demonstrating Leadership – Honorees
  Linda Fodrini-Johnson, Walnut Creek & Betty Geishirt Cantrell, Richmond
- Women Working for Justice – Honoree, Nati Flores, Antioch
- Women Improving Health Care – Honoree, Janet Frazier, Oakley

7. Grant Funding
The Friends of the Commission gave a $500 grant toward a scholarship for young, at-risk girls to attend a weekend-long leadership seminar.

8. Annual Retreat

The Commission met on August 9, 2014 to discuss our Long- and Short-Term plans for the year. We brainstormed the following topics of what we’d like to accomplish over the next three years (2015-2017)

- Leadership/Professional Development
- Girls
- Collaborations
- Disadvantaged Women
- Trafficking
- Domestic Violence (physical, mental, emotional)
- Ecology: Water
- Health & Safety, Wellness
- Education
- Economic

After a vote was taken, it was decided that for our short term projects, the CCCW would focus on:
Leadership/Professional Development
Girls
Economic Development

I. Leadership/Professional Development

- Women in Leadership Panels (2x a year)-Round Table Conference
- Form a Council of Women(?) Leaders (Private & Public)

It was also decided that the Women in Leadership series would be renamed and going forward, will be known as Women in the Workforce Panels.

They will continue to be offered 2x a year-Fall (September) & Spring (May)

- Topics for fiscal year 2014-2015:
  1. Professional Presence – Thursday, September 25, 2014 6:30pm – 9:00 pm @ JFKU
     - Already set and being marketed
  2. Women in Power – (Julianna’s proposed date: Thursday, May 21 – need to decide am or pm)
     - Possible Panelists include:
       - Ann Notarangelo
       - Mary Jo Rossi
       - D.D. Felton

- Topics for fiscal year 2015-2016:
  1. Reentering the Workforce (September 2015)
  2. Building Your Network (May 2016)

Other Potential “Women in the Workforce” Topics:
  1. Entrepreneurship
  2. Finding Mentors and/or Sponsorships
  3. Career Development
  4. Generational Differences
  5. How to Develop your career
  6. Overcoming the Over qualification argument
  7. Healthy Retirement

II. Girls

- Life Management Skills Workshop
- Support bullying legislation (Bonilla/Frazier)
- Provide resources/support to teachers re: bullying
- Workshop: Financial literacy for young women
- Career women, STEM, STEAM (Talk with middle school and high school girls)
- Cookie project in South County
Since the CCWC has already begun work on the Cookie Project, it was decided that we would continue our focus on girls through the Cookie Project program.

**Cookie Project Details:**

The Cookie Project is a high school curriculum that teaches students about pay inequality. We delivered a presentation to 250 female high school seniors through Soroptimists’ Get Real Academy.

We had two school districts, Pittsburg and Liberty, committed to teach the curriculum and facilitate a discussion with high school girls around pay equity in 2015. We also have an instructor at Hillview JH interested in the curriculum.

**III. Economic**

- Women’s Equity Luncheon
- Workshop: Financial Literacy
- Cookie Project in South County (See above)

*Knowing the outside commitments all of the commissioners have, it was decided that our final areas of focus for 2015-2017 would be the Cookie Project and continuing our Women in Leadership series covering all of our categories of interest.*

**Other Goals for 2015-2017**

- Survey women in the county/community needs assessment
- Working with each Supervisor & doing a “Meet & Greet”
- Discuss our goals for the fiscal year
- Ask them what they would like to see done, or what they see the needs of the women are?
- Farmer’s Market/Festivals
- Booths to recruit women to the commission
- Interns
- Project Management: Basecamp.com

**Collaboration Opportunities 2015-2017:**

1. Teen Basic (2 day training) (Oakland/EBMUD) (Joey)
2. She’s All That (San Ramon) Feb/March(?) (Deborah)
3. Sister to Sister AAUW-OML (Moraga) (Kirsten)
4. Get Real Academy (Concord) March (Phyllis)
5. WISE/ALAS (Argentina)
6. Girls, Inc. (Richmond) (Joey)

9. Attendance/Representation
As of December 31, 2014, the Commission has 8 out of a potential twenty-five member board, with 15 at-large vacancies and 2 district representative vacancies. There is a quorum at each meeting. The Commission expects to continue strong recruiting efforts next year, and to add more members to reach the maximum of twenty-five commission members.

The Contra Costa Commission for Women is committed to working with the Board of Supervisors in 2015 for the betterment of women and girls in Contra Costa County.

10. Training/Certification
We have not received any training or certification. We have been given a DVD for the commissioners to view to meet the required training, and also a copy of the County Advisory Board Handbook. In the past, when we had a budget from the County, we attended Women’s conferences sponsored by other commissions and the State. New Commissioners have been strongly encouraged to attend the trainings offered by the County.

All Commissioners have completed the Brown Act Training in 2014.

As noted above, below are our two flagship goals for 2014/2015:

Cookie Project:
Raising awareness of the pay gap between men and women in schools and the community through an interactive curriculum and program, with support and materials from the National Association of Commissions for Women.

Women in the Workplace
The Contra Costa Commission for Women has been inspired by the San Francisco Commission and its Gender Equality Principles Initiative to host a series of panel discussions. The Gender Equality Principles Initiative (GEP), a partnership between the San Francisco Department on the Status of Women, Calvert Investments, and Verité; it is a groundbreaking project undertaken to help businesses achieve greater gender equality and build more productive workplaces and it provides organizations with a self-assessment tool and a comprehensive resource library designed to improve gender equity from the factory floor to the boardroom.

The Commission would like to support this effort by encouraging organizations in our county to adopt the principles. Our mission is to raise awareness in Contra Costa County of the gender inequalities experienced by women socially and in the workplace. Our plan to host regular roundtable and panel discussions is intended to encourage and empower women as well as provide a call to action to
organizations to close the leadership and gender pay gap. With that in mind we plan to discuss issues such as

- Employment and compensation
- Work-life balance and career development
- Health, safety, and freedom from violence
- Management and governance
- Business, supply chain, and marketing practices
- Civic and community engagement
- Leadership, transparency and accountability
- Alternative careers
- Professional Development
- Financial Literacy

On October 24, 2013 the Contra Costa Commission for Women hosted its first Women in Leadership Panel Discussion: Why Women in Leadership. It was a great success! Our panel of leaders from top employers in Contra Costa County discussed the importance of having women in leadership roles and what women and employers can do to help emerging leaders to get there.

Continuing to monitor and support legislation that will improve the socio and economic status of women.

Partnerships/Collaborations

12. Challenges 2014

No County support person - The Commission’s assigned support person, has provided the Commission with no support at all, including forcing us to find our own storage space for our awards, banners, etc. that belong to the Commission. In addition, we are still having issues with meeting locations.

Communication from the BOS to the Commission - The Commission desires to have open dialogue through our district representatives to each member of the BOS to know when there are questions or issues. Furthermore, when a member of the BOS makes an appointment or a change to the Commission, we would like to be notified prior to it being implemented.

Note: Despite these challenges, the Women’s Commission continues to be a functioning and productive body.

Sponsored by the Contra Costa County Board of Supervisors
www.womenscommission.com
Advisory Body Name: Contra Costa County Fish and Wildlife Committee
Advisory Body Meeting Time/Location: 3rd Wednesday of every month, 3 – 5 pm
2475 Waterbird Way County Public Works Department Road Maintenance Division lunch room
Chair: Daniel Pellegrini
Staff: John Kopchik and Maureen Parkes
Reporting Period: January 2014 – December 2014

1. **Activities and Accomplishments**: The Fish and Wildlife Committee (FWC) met monthly to discuss matters related to fish and wildlife issues in Contra Costa County. The Committee is responsible for running a grant program that expends the Fish and Wildlife Propagation Funds (funds that are collected by the CA Department of Fish and Wildlife for code violations). The Committee also hosts an annual Fall Forum to raise awareness among people working in law enforcement, environmental restoration, education and outreach about fish and wildlife issues.

   **Grant Program**: The Committee received 16 proposals requesting Fish and Wildlife Propagation Fund grant funds during the regular grant cycle. The Committee reviewed the proposals, interviewed applicants and selected each of the 16 proposals totaling $140,605.23 to recommend to the Board of Supervisors. Grants ranged from $985 to $40,000. The Committee reviewed progress and final reports from previous grant cycles and extended invitations to grantees to give presentations.

   **Outreach**: The Committee hosted the annual Fall Forum on September 25th, which is open to the public and encourages people involved in fish and wildlife law enforcement issues in Contra Costa County to attend. Invited attendees included representatives of the California Department of Fish and Wildlife, Sheriff’s Department, District Attorney’s Office, Superior Court, Public Defender’s Office, the East Bay Regional Park District Police, the Board of Supervisors and members of the public. Participants have indicated that the Fall Forums have been helpful in raising awareness and fostering cooperation on fish and wildlife issues and law enforcement. More than 80 people attended the event.

   **Volunteer Activities**: Several members volunteer in the community with other organizations that are interested in fish and wildlife issues. Martha Berthelsen - Steering Committee for SPAWNERS; Rhonda Gehlke – Aquarium in the Classroom Program; Susan Heckly - Lindsay Wildlife Museum and CCC Master Gardener; Kathleen Jennings - Mt. View Sanitary District’s Special Advisory Committee for the Peyton Slough Wetlands Advisory Committee; Webb Johnson - Waterbird Tours Alcatraz Island (National Park Service) and Farallon National Marine Sanctuary; Kevin Mcllvenna - Friday Morning Breakfast Club (FMBC); Danny Pellegrini - Contra Costa Mosquito and Vector Control District Board of Trustees, East Bay Regional Park District Park Advisory Committee, Sheriff’s Posse of Contra Costa County (Barbeque Captain) and the Martinez Sportsmens Club.

   **Brochure**: The Committee updated the Wildlife in Your Backyard brochure.

Committee members were regularly updated on activities related to fish and wildlife in Contra Costa County which included presentations by guest speakers and grant recipients as well as a field trip. The presentations and field trip are listed below:

- Presentation on the Chelsea Wetlands Project. (Aaron Will, Ducks Unlimited, Inc.)
- Presentation on the Draft Bay Delta Conservation Plan (twin-tunnel project) and the County’s position and engagement on this matter. (Ryan Hernandez, Department of Conservation and Development)
- Presentation on the children’s book - Sardis and Stamn: from Storyboard to Storybook. (Matthew Bettelheim and Francesca Demgen, Friends of San Pablo Bay National Wildlife Refuge)
- Presentation on Managing and Minimizing the Impacts of Dogs in Regional Parks. (Matthew Graul, Chief of Stewardship, East Bay Regional Park District)
- Presentation on the Kids Healthy Outdoors Challenge – Field Trips project. (Nancy Kaiser, Interpretive Services Manager, East Bay Regional Park District)
- Presentation on and field trip to Antioch Dunes National Wildlife Refuge (Louis Terrazas, Wildlife Refuge Specialist for San Pablo Bay National Wildlife Refuge, United States Fish and Wildlife Service)
- Presentations at the Fall Forum
  - Congressional Perspective on Fish and Wildlife Issues (The Honorable Mike Thompson, United States Congressman)
- Presentation on the Pinole Creek Fish Passage Enhancement Project. (Ben Wallace, Executive Director, Contra Costa Resource Conservation District)

2. **Attendance/Representation** The Fish and Wildlife Committee is composed of ten members. Each Supervisor appoints a member and the Internal Operations Committee appoints four members and one alternate. The term for a member is two years. The Committee meets monthly. They met 10 times at which a quorum was always present. The members were: Martha Berthelsen (D-1), Susan Heckly (D-II), Kevin Mcllvenna (D-III), Brett Morris (D-IV), Daniel Pellegrini (D-V), Rhonda Gehlke (At-Large), Kathleen Jennings (At-Large), Jeff Skinner (At-Large), Webb Johnson (At-Large) and Scott Stephan (At-Large Alternate).
3. **Training/Certification** At monthly meetings Committee members were regularly updated on activities related to fish and wildlife in Contra Costa County and had eight presentations and one field trip (see Activities/Accomplishments). All members have viewed the required videos “The Brown Act and Better Government Ordinance – What You Need to Know as a Commission, Board or Committee Member” and “Ethics Orientation for County Officials.” Certifications are on file for all of the members.

4. **Proposed Work Plan/Objectives for Next Year**

   (1) **Fish and Wildlife Committee Operations:**
   - Develop and refine Work Plan (working document).
   - Maintain FWC membership by advertising vacancies and forwarding applications to the Internal Operations Committee.
   - Seek to coordinate with other Fish and Wildlife Committees on regional matters.
   - Coordinate with the Contra Costa Watershed Forum.

   (2) **Make recommendations to the Board of Supervisors via the Internal Operations Committee for the appropriation of funds from the Fish and Wildlife Propagation Fund to support fish and wildlife projects in the community:**
   - Conduct grant program to solicit proposals, evaluate their relative merits, and recommend funding for projects which will contribute most to the fish and wildlife resources of the County.
   - Develop and advertise FWC grant program by: 1) Reviewing past Request for Proposals (RFP), funding applications; and 2) Developing new RFP, funding application deadline, and funding priorities; and 3) posting to the County website, distributing these materials to the media, the FWC mailing list and RFP mailing list, and to anyone else who requests them.
   - Work with agencies, organizations, and individuals to help them plan and develop projects suitable for support from the Fish and Wildlife Propagation Fund.
   - Monitor the efficiency and effectiveness of the grant disbursement process.
   - Review funding applications received. Make recommendations to the Board of Supervisors via the Internal Operations Committee for the awarding of grants.
   - Follow-up on projects that receive funding to assure that projects proceed as proposed. One way the FWC will do this is to extend invitations to prior Fish and Wildlife Propagation Fund Grant recipients to future meetings to give status reports, outcomes and presentations regarding their projects.
   - Send out a letter to grant recipients requesting project status reports.

   (3) **Fish and Wildlife Committee projects (develop and prioritize a list of projects for potential FWC involvement; select projects for FWC involvement and provided appropriate support, including: initiation, planning, consultation, and/or funding):**
   - Make recommendations to the Board on awarding Certificates of Appreciation for significant contributions to the fish and wildlife resources of the County.
   - Consider hosting a Wildlife Forum.

   (4) **Improve enforcement of fish and game laws and regulations; increase flow of money into the Fish and Wildlife Propagation Fund:**
   - Review status reports on Fish and Game Code enforcement in Contra Costa County. Consider advising the Board on trends.
   - Help assure that, when appropriate, a portion of fines from violations of laws designed to protect fish and wildlife resources is deposited in the Fish and Wildlife Propagation Fund. Promote awareness of the harm caused by violation of fish and wildlife regulations and the value of enforcement.
   - Host a Fall Forum with law enforcement officials (CA Dpt. of Fish and Wildlife, Sheriff’s Dpt., District Attorney’s Office, Superior Court, Public Defender’s Office, the East Bay Regional Park District Police) to discuss fish and wildlife issues and enforcement.

   (5) **Monitor and advise the Board on projects that may affect fish and wildlife resources in the county:**
   - Attend field trips to see major restoration projects and prior Fish and Wildlife Propagation Fund Grant recipients’ projects in the County.
   - Consider tours of East Contra Costa County Habitat Conservancy properties, Marsh Creek Fish Ladder, Walnut Creek Drop Structure, Dow Wetlands and Chelsea Wetlands at Pinole.

   (6) **Develop policy recommendations (“white papers”) on fish and wildlife issues:**
   - Update FWC’s “Wildlife in Your Backyard” pamphlet.
   - Discuss rodenticide use in the County.
   - Discuss impacts of invasive species.
   - Discuss wildlife and human interaction / interface.
   - Discuss public education on reducing the impact of cats on wildlife.
   - Discuss the Bay Delta Conservation Plan and proposal for water conveyance tunnels under the Delta.