

County Administrator

County Administration Building
651 Pine Street, 10th Floor
Martinez, California 94553-1229
(925) 335-1080

David J. Twa
County Administrator

Contra Costa County



Board of Supervisors

John M. Gioia
1st District

Candace Andersen
2nd District

Diane Burgis
3rd District

Karen Mitchoff
4th District

Federal D. Glover
5th District

May 29, 2020

COVID 19 Update to Union Leadership

The following information is provided as an update from our virtual meeting this week:

1. We have announced our new Labor Relations Manager, David Sanford. A Labor Unit staffing changes memo and updated assignment list that went out to Department Heads this week is attached.
2. We have begun to receive and review Freeze exemption requests. This will be an on-going process for at least the next twelve months. As a reminder, the freeze does not apply to merit step increases, performance step increases, deep class reassignments, or any change required by the terms of a Memorandum of Understanding with labor groups.
3. We will take an action to the Board of Supervisors on Tuesday, June 2, authorizing the Human Resources Department to implement the Tactical Employment Team Program (TETP), and authorizing the Human Resources Department to activate the program to mitigate possible layoff impacts due to financial impacts of COVID-19 (attached).
4. We have begun discussion of the eventual closure of the Orin Allen Youth Rehabilitation Center (Boys Ranch), the permanent closure of the Pinole Animal Shelter, and the transition of the Office of Reentry and Justice from County Administration to the Probation Department. We will be forming and discussing plans for these changes with our Labor Partners as we move through the summer months.
5. We have exhausted our list of available employees to act in the capacity of disaster services workers to man the Call Center and perform contract tracing. Yesterday evening, we posted a continuous recruitment for Temporary Emergency Services Workers for three areas – Call Center, Contact Tracers, and Contact Tracing Coordinator. As of this afternoon, we have received over 96 applicants and will change from continuous filing to a final filing date of June 15th. The public link for these jobs can be found at:
<https://www.governmentjobs.com/careers/contracosta/jobs/2786329/temporary-emergency-worker>.
6. We discussed why the Coalition proposals for suspending leave accrual maximums and providing administrative leave hours for each hour worked during the emergency could not be supported in our current fiscal situation.
7. We continue to work with our Department Heads to have sufficient modified working conditions to open, at least partially, several of our facilities to the public on Monday. Departments report that employees are now back to work either physically, working remotely, or a combination of remote work and rotating shifts. We have reaffirmed with our departments the need to provide adequate social distancing before opening.

8. We continue to receive questions regarding face coverings. We will follow the existing health order that indicates face coverings can be anything made of cloth, fabric or other permeable material that covers the nose and mouth and the lower part of the face. Medical-grade masks are not required – and a T-shirt or bandana works fine. Masks with one-way valves for easy breathing do not qualify as face coverings under the order because they can release respiratory droplets into the surrounding air.
9. We value our employees and respect their rights. Face covering is for the safety of all employees. Should employees have a documented medical condition that restricts them from wearing a face covering all day, we will work with departments to engage in the interactive process to determine reasonable accommodations, which may include teleworking or a private workspace. Even so, those employees will be required to cover their nose and mouth while in open office spaces.
10. We have developed a Notice of Non-compliance with Health & Safety Orders that will be distributed to all departments to enable supervisors to adequately and uniformly notice employees when they are non-compliant, offer them the opportunity to immediately correct their practices or be sent home (attached).
11. We have reminded Department Heads that leave should only be denied if it causes operational difficulties, which is the normal case for denial. Each Department indicated that denial of leave was not necessary nor planned.
12. The County has partnered with the City of Concord to pursue legislation to allow for a sales tax measure to be placed on a future ballot. Currently, the County is unable to list a countywide sales tax measure on the ballot because six cities within the County are at, or above, the local sales tax cap authorized in statute. Senator Steve Glazer has agreed to sponsor Senate Bill 1349 to assist the City and the County and presented the bill to the Senate Governance and Finance Committee on May 21, 2020. Due to a procedural error, the bill had to be brought back to the Committee on May 28, 2020 for a motion to reconsider, which was unanimously granted. This means that the bill will be placed on the next Committee meeting for a vote. It is anticipated that the Committee will reconvene on Wednesday, June 3, 2020 at 9:30am. Interested parties can follow the meeting at <https://sgf.senate.ca.gov/>. If the bill is passed through Committee, it will be brought to the Senate Floor for a vote. It is important to reiterate that a sales tax measure cannot be placed on a future ballot without this legislation. The Board of Supervisors supports the legislation and would appreciate assistance from all stakeholders in seeing its successful passage in the Legislature and final enactment by the Governor.
13. The County continues to provide emergency childcare options to our employees through the County Emergency Childcare Program. As we discussed in our call yesterday, this program is still available to all County employees through June 30th. Employees interested in the program can contact CoCoKids at <http://www.cocokids.com> or call 1-866-262-6543. A representative will assist employees with childcare placement for children and determine whether they may qualify for free or subsidized childcare.
14. The County Administrator will take an action to the Board on Tuesday, June 2nd, to ratify contracts in an aggregate amount of \$700,000 in response to our COVID-19 pandemic emergency declaration. This brings the total of the four actions thus far to \$9.96 million.
15. We made it clear that we need to limit the number of participants on our labor calls so that everyone on the call can have the opportunity to participate and raise their concerns/questions within the time we have available. We make sure that every union/association is represented in the calls, but we are not able to accommodate every elected leader, shop steward, or general member that wants to participate. These calls were organized in response to requests from many of our unions for updates

from the County Administrator about how the County is responding to the COVID emergency and to identify problems that need to be addressed. While I understand that some employees are eager for their voices to be heard during these extremely challenging times, these calls are really not an appropriate forum for employees to voice their concerns regarding individual issues. Please continue to provide information on those issues to our Labor Relations Manager.

Our next conference call will be scheduled for Thursday, June 18th from 2:00 to 4:00, after the State Budget is released. Thank you for all you do, and I look forward to what we can do together for the communities we serve.

Sincerely,



David J. Twa
County Administrator

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: May 27, 2020

TO: All County Department Heads

FROM:  David Twa, County Administrator

SUBJECT: Labor Relations Unit Staffing Changes

I want to make you aware of some upcoming changes to the staffing of the Labor Relations Unit of the County Administrator's Office. After serving in the role of Labor Relations Manager for the past four years, Jeff Bailey has accepted an offer to join IEDA as a negotiator and will be leaving the County at the end of this month. David Sanford, currently a Labor Relations Analyst II, will be assuming the role of Labor Relations Manager as of June 1st. David has a Bachelor's degree from Michigan State University and a law degree from the University of Toledo. Prior to joining the County, David worked as a labor representative for the California School Employees Association (CSEA). We appreciate Jeff's many contributions to Contra Costa labor relations, and we are excited that David will be continuing these efforts in his new role.

A recruitment has been opened to fill two Labor Relations Analyst positions in addition to one Labor Relations Assistant position as soon as possible.

Attached for your reference is the list of current departmental assignments for the Labor Relations Analysts. This list will be updated as we fill the Labor Relations Analyst vacancies. Please contact your assigned Labor Relations Analyst for assistance with any labor concerns. You can also reach David Sanford at (925) 335-1021 or David.Sanford@cao.cccounty.us.

Please contact Lisa Driscoll at 925-335-1023 should you have any questions.

cc: County Labor Partners

Attachment – Departmental Assignments – June 2020

County Administrator's Office Labor Relations Unit



David Twa
County Administrator

David Sanford (925-335-1021)
Labor Relations Manager

david.sanford@cao.cccounty.us
Joint Labor/Management Benefit Committee

Lisa Driscoll (925-335-1023)
County Finance Director

Andrea Fry (925-335-1780)
Labor Relations Assistant

andrea.fry@cao.cccounty.us

Glynis Hughes
Principal Labor Relations Analyst

Alvan Mangalindan
Labor Relations Analyst II

925-335-1784
glynis.hughes@cao.cccounty.us
Affirmative Action/EEO
Agriculture
Assessor
Auditor-Controller
Clerk of the Board (COB)
Conservation & Development (DCD)
County Administrator's Office
County Counsel
Department of Information Tech (DOIT)
Health Services
Library
Public Works
Risk Management
Sheriff

925-335-1786
alvan.mangalindan@cao.cccounty.us
Animal Services
Clerk Recorder
Dept of Child Support Svcs (DCSS)
District Attorneys
EHSD
Fire
Human Resources
Probation
Public Defender
Treasurer-Tax Collector
Veteran Services

Negotiations
SEIU 2015 (IHSS)
AFSCME 2700, AFSCME 512
CA Nurses Association (CNA)
Deputy Sheriff's Association
IFPTE, Local 21
Physicians & Dentists (PDOCC)
UCOA
Western Council of Engineers (WCE)

Negotiations
SEIU 1021
AFSCME, Local 1
District Attorneys (DDAA)
District Attorney Investigators Assn (DAIA)
IAFF, Local 1230
Public Defenders (PD)
Teamsters 856

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on May 6, 2008, by the following vote:

AYES: I, II, III, IV, V

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

RESOLUTION NO. 2008/299

THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS in its capacity as governing Board of the County of Contra Costa and all districts of which it is ex-officio governing Board RESOLVES THAT:

- A. The Human Resources Department is authorized to implement the Tactical Employment Team Program (TETP). The objective of this program is to mitigate the negative impact that anticipated layoffs will have on the County's workforce. The main components of the program are as follows:
1. Finding Alternate Placements within the County. Preference shall be given to employees separated through layoff when filling vacant, project, temporary, and contract positions. The Department shall freeze vacancies in other departments for possible placement of laid off employees who possess the required knowledge, skills and abilities for the position.
 2. Outplacement. The Human Resources Department will be available to provide the following services as requested: career counseling, resume preparation, interview tips, job search resources and tools, retraining opportunities, and registration with temporary employment agencies.
 3. Personal Support. In cooperation with the Employee Assistance Program and other professional organizations, personal support services shall be made available to laid off employees, including financial planning, crisis intervention counseling, stress management, and retirement planning.
- B. Contra Costa County serves a large, diverse population which is reflected in the diversity of the County's workforce and that of its dependent districts. It is the policy of Contra Costa County to comply with all applicable local, state and federal laws governing equal employment.
- C. The County Administrator shall forward a copy of this resolution to all department heads emphasizing the importance of cooperating with the TETP in order to ensure that employees who are laid off are given every opportunity to continue their employment with the County in another capacity or to be placed in appropriate employment elsewhere.

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: May 6, 2008

JOHN CULLEN, Clerk of the Board of Supervisors and County Administrator

By Lena O'Neal Deputy

cc: All Department Heads
County Administration

RESOLUTION NO. 2008/299

CONTRA COSTA COUNTY

NOTICE OF NON-COMPLIANCE WITH HEALTH & SAFETY ORDERS

To: _____
NAME CLASSIFICATION / DEPARTMENT

This is to notify you of your failure to comply with health and safety orders issued by the Contra Costa County Health Officer in effect to minimize the spread of COVID-19. The specific requirements for face covering and physical distancing at work have been posted in County buildings, emailed to all County employees, and posted on the County website.

You are hereby not permitted to enter the worksite for the following reasons [check all that apply]:

- Failure to comply with Contra Costa County Health Officer Order requiring face coverings in the work place on the following date(s): _____[insert date(s)]
- Failure to comply with Contra Costa County Health Officer Order requiring 6 feet of physical distancing when on the following date(s) you: _____

[insert brief description of circumstances]

You have been informed by your supervisor/manager that your actions are not in compliance with the Public Health Orders and County policies, and you have been instructed about how to comply with these requirements.

You will be allowed to re-enter the worksite upon your agreement to comply with the health and safety directives.

Until you provide such agreement, you will remain off work. You have chosen the following options regarding your pay status while off work [check all that apply]:

- Use of Available Accruals
- Absent Without Pay (AWOP)
- Combination of Accrual Use and AWOP

You have the right to meet with your supervisor to discuss this decision regarding your non-compliance and when you will be permitted to return to the worksite.

Continued refusal to comply with the health and safety orders as directed, may result in disciplinary action against you, up to and including termination of your employment. Should disciplinary action be taken, you will be provided with a Notice of Proposed Action (Skelly) and will have the right to appeal any final action to the Contra Costa County Merit Board or as otherwise prescribed in the County Personnel Management Regulations or Memorandum of Understanding covering your classification.

Date: _____

Supervisor/Manager: _____

Delivered by:

[Title]

- Personal Delivery
- Email

Cc: Department Personnel