

CONTRA COSTA COUNTY CAL-ID REMOTE ACCESS NETWORK

LOCAL RAN BOARD
JULY 1, 2022 – JUNE 30, 2023

CHAIR
DAVID O. LIVINGSTON
SHERIFF, CONTRA COSTA COUNTY

VICE CHAIR
ROB SCHRODER
MAYOR, CITY OF MARTINEZ

VACANT
MEMBER-AT-LARGE

BISA FRENCH
CHIEF, RICHMOND POLICE DEPARTMENT

DIANE BURGIS
SUPERVISOR, CONTRA COSTA COUNTY

DIANA BECTON
DISTRICT ATTORNEY, CONTRA COSTA COUNTY

DENTON CARLSON
CHIEF, SAN RAMON POLICE DEPARTMENT

DRAFT

Thursday, October 27, 2022
Microsoft TEAMS Virtual Meeting Minutes

BOARD MEMBERS PRESENT

Chair, David O. Livingston, Sheriff, Contra Costa County Office of the Sheriff; Vice-Chair, Rob Schroder, Mayor, City of Martinez; Denton Carlson, Chief, San Ramon Police Department; Diana Becton, District Attorney, Contra Costa County; Diane Burgis, Supervisor, Contra Costa County; Bisa French, Chief, Richmond Police Department.

BOARD MEMBERS ABSENT

None

BOARD MEMBER POSITION VACANT

Member-At-Large

OTHERS PRESENT

Contra Costa County Office of the Sheriff employees: Marc Andaya, Captain; Thomas Chalk, Assistant Sheriff; Matthew Roderick, Lieutenant; Elizabeth Crawford, Records Manager; Debbie McKillop, Interim Chief of Forensics; Alexis Suarez, Biometric Systems Specialist; Betsy Crusier, Supervising Fingerprint Technician; Cyrena Viellieux-Matsutani, Supervising Fingerprint Technician; Jessica Rogers, Supervising Fingerprint Technician; Rocio Echavarria, Clerical Supervisor; Kristina Runyen, Clerical Supervisor. Also present, Sheryl Davenport, CIB Manager, Alameda County Sheriff's Department; Denny Sechrest, applicant for Member-at-Large.

WELCOME

Chair, Sheriff David O. Livingston, called the meeting to order at 1300 hours.

Roll Call was taken for RAN Board Members only. Chief Bisa French was not present during roll call. She joined the meeting at 1302, after the “Approval of the Minutes” had taken place.

PUBLIC COMMENT

No comments presented.

APPROVAL OF MEETING MINUTES

Sheriff Livingston requested a motion to approve the meeting minutes from the February 3, 2022, Local RAN Board meeting.

- District Attorney Becton motioned for approval.
- Mayor Schroder seconded the motion.

AYES – Livingston, Schroder, Becton, Burgis

NOES – None

Abstentions – Carlson

Motion passes 4-0

(At this time, Board Member Chief Bisa French was not logged onto the meeting.)

OLD BUSINESS

Per Captain Andaya the matters listed under “Old Business” have been built into the “Presentation.” Sheriff Livingston advised to move on to the “Presentation.”

PRESENTATION

(Chief French has now joined the meeting)

Sheriff Livingston turned the floor over to Captain Andaya to present the CAL-ID PowerPoint.

Overview: CAL-ID and RAN (No comments)

FY 21-22 Board Actions at a Glance (No comments)

Member-at-Large Vacancy – as of 1300 hours today one application has been submitted.

Personnel Updates (No comments)

Captain Andaya advised that there would be a request made to upgrade the obsolete Fingerprint Examiner position to a Criminalist III position which would be covered later in the presentation. He also specified that both of the current open Fingerprint Technician positions are fully funded by the RAN Board.

Projects Completed During FY 21-22 (No comments)

Captain Andaya noted that the Cogent/Thales Onsite Engineer contract for FY 21-22 was paid in the amount of \$132,128. Also, for FY 21-22 the Vehicle Licensing Fee increase brought in an additional revenue of \$568,838.

Ongoing Projects (Funding Approved) (No comments)

Captain Andaya explained that ATIMS (Advanced Technology Inmate Management System) is currently in production and expected to be implemented during the first quarter of 2023.

(Captain Andaya turned over the presentation to Biometric Systems Specialist Suarez)

Ongoing Regional RAN Project – PR/DR (No comments)

PR/DR Update (No comments)

Biometric Systems Specialist Suarez clarified that Phase I of the PR/DR project, the virtual migration, was completed for both Alameda County and Contra Costa County in June 2022. Currently, Phase II of the process, which is the system separation, is underway. This phase began in October 2021 and is expected to be completed by December 2022. As for the final phase, the SAN-to-SAN replication, the goal is to have it begin and be completed during the first quarter of 2023.

(Presentation turned back over to Captain Andaya)

Requested Expenditures & Revenue FY 22-23 (No comments)

Captain Andaya provided additional details regarding the associated additional cost in the request to upgrade the currently funded obsolete Fingerprint Examiner position to a Criminalist III position. The expected additional cost to the RAN Board would be \$49,939.

Anticipated/Potential Expenditures (No comments)

Onsite Engineer Contract Extension (No comments)

Captain Andaya clarified that for FY 22-23 the new salary for the Onsite Engineer is \$135,062. This is a 3% increase over last year's salary as dictated by the two-year extension approved by the RAN Board last year.

Budget Concerns (No comments)

Salaries & Benefits – FY 22-23 – Without Requested Upgraded Position (No comments)

Captain Andaya explained that this particular chart is the final estimated figures with the current obsolete Fingerprint Examiner position being maintained. The estimated annual cost for FY 22-23 in this scenario would be \$3,094,190.

Salaries & Benefits – FY 22-23 – With Requested Upgraded Position (No comments)

Captain Andaya detailed that this chart depicts the final estimated figures with the current obsolete Fingerprint Examiner position being upgraded to a Criminalist III position. The FY 22-23 estimated annual cost under this scenario would be \$3,144,129; an increased cost of \$49,939.

Services & Supplies – FY 22-23 (No comments)

Captain Andaya acknowledged that the amount of \$340,050 is the same figure requested, and approved, during last year's budget.

Year-to-Year Trust Fund Balances (No comments)

There are two charts listed on this slide. Captain Andaya explained that the chart depicted on the top lists the estimated ending Trust Fund balance if the current obsolete Fingerprint Examiner position is maintained (\$463,116). The chart depicted on the bottom lists the estimated ending Trust Fund balance if the current obsolete Fingerprint Examiner position is approved to be upgraded to fund a Criminalist III position (\$413,177).

Projected Agency 10% Billing FY 22-23 (No comments)

Captain Andaya explained that, if approved, the 10% increase to the agency billing over last year's figures would net an additional \$148,936, for an overall total revenue of \$1,638,296.

Sheriff Livingston asked Captain Andaya to clarify if the increase to each individual agency was listed in the fifth column from the left on the chart. Captain Andaya advised that was accurate. Sheriff Livingston noted that, with the exception of agencies such as Antioch, Richmond, and San Ramon, all appear to be relatively small increases.

VLF Revenue Increase History (No comments)

Captain Andaya advised that the key piece of information regarding the Vehicle Licensing Fee increase was that it began being collected as of October 1, 2021.

Five-Year Revenue Forecast with 10% Agency Billing Increase (No comments)

Captain Andaya wanted to note that this five (5) year forecast for expected revenue depicts a 10% increase to agency billing every year. The yellow column provides actual figures realized while the green columns provide estimations.

Expenditures & Budget Comparisons FY 22-23 (10% increase) (No comments)

Captain Andaya explained that the two charts shown are a side-by-side comparison of the overall budget if the current obsolete Fingerprint Examiner position remains to be funded in FY 22-23 (chart on the left) or upgraded to the requested Criminalist (chart on the right). The difference in overall cost is approximately \$49,939.

Board Actions (No comments)

Captain Andaya provided a summation of all action items being proposed to the RAN Board for FY 22-23.

Questions

Chief French requested clarification on if the proposed 10% increase to agency billing would be effective for this current FY 22-23; or, if it would not go into effect until FY 23-24. Captain Andaya advised the RAN Board that the proposal to increase the agency billing was for this current FY 22-23. Chief French noted that many agencies are required to prepare their budgets prior to the start of the fiscal year, and that such an increase to

billings should be discussed prior to the close of the last budgeting cycle. Captain Andaya referenced the charts located on slide seventeen (17) of the PowerPoint (Year-to-Year Trust Fund Balance) and highlighted that in FY 15-16 the Trust Fund balance was nearly \$4 million, yet, in FY 19-20 it was in the negative by \$365,000. In an effort to continue building the Trust Fund balance back up, an increase to the agency billing is continuing to be requested. Chief French advised she understood.

Sheriff Livingston clarified with Chief French that her concern was not necessarily the reasoning behind the agency billing increase, but rather with the timing of the request for the increase being made mid-fiscal year. Chief French acknowledged that the Sheriff's statement was accurate. Sheriff Livingston requested that Captain Andaya specify which fiscal year would be impacted by the proposed increase. Captain Andaya defaulted to Manager Crawford for response. Manager Crawford advised the increase would be retroactive back to July first of this year, as the increase would be for FY 22-23. Sheriff Livingston agreed that even though the scheduling of the meetings have been challenging, an effort needs to be made to host a meeting prior to the budget adoptions for most agencies (i.e., prior to the start of the new fiscal year). Manager Crawford advised that for FY 21-22 a letter was distributed to all agencies prior to the budget adoptions notifying them of the proposed 10% increase, but that, unfortunately, did not provide details as to how long to expect the increases.

Supervisor Burgis stated that she is glad there was some form of communication. She referenced how the Board of Supervisors has seen, with Animal Services for example, some upcoming insurance items and cities do appreciate communication that something is coming down the track. Supervisor Burgis suggested that whatever can be done in the future to provide those cities with notice of what to expect would be appreciated by those establishing their budgets. Sheriff Livingston stated that he concurred with Supervisor Burgis' statement.

BOARD ACTION ITEMS FY 22-23

6(a): Upgrade Fingerprint Examiner to Criminalist III

- Mayor Schroder motioned to approve.
- Chief Carlson seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

6(b): Approve Agency Billing Increase 10% for FY 22-23

- Mayor Schroder motioned to approve.
- Chief Carlson seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis

NOES - 0

Abstentions - French

Motion passes 5-0

6(c): Approval of FY 22-23 Budget

- Chief Carlson motioned to approve.

- Mayor Schroder seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

6(d): Recommendation for Vacant Member-at-Large

Captain Andaya reiterated that the position has been posted on the Board of Supervisors website since May 2021 and, to date, only one (1) application has been received. The application is from Denny Sechrest. That application was distributed to all of the RAN Board members for review.

Sheriff Livingston provided a bit of background on the matter. He advised that approximately two years ago a nomination was presented to the RAN Board and not accepted. As a result, the RAN Board was instructed to publicly post the opening on the county website pursuant to Human Resources rules. Once posted, that link was distributed to all RAN Board members in an effort to spread awareness of the opening. In the last couple of years there has not been much action on the matter. As of today, Denny Sechrest is the lone applicant. As such, Sheriff Livingston opened the discussion to the RAN Board. Hearing no discussion, a motion was made.

- Chief French motioned to approve the appointment of Denny Sechrest to the Member-at-Large position.
- District Attorney Becton seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

Sheriff Livingston welcomed Member-at-Large Denny Sechrest to the RAN board. He advised Member-at-Large Sechrest that his staff would reach out to provide him with a briefing of the history on the RAN Board and CAL-ID program.

6(e): Election of Board Members for Local RAN Board FY 22-23

Sheriff Livingston advised that while many of the seats on the RAN Board are governed by statute, every year a Chair and Vice-Chair need to be elected from the members. Sheriff Livingston began the nominations for Vice-Chair.

Mayor Schroder announced that this would be his final year of Mayor for the City of Martinez as he is not running for reelection. Therefore, the Mayor's conference will be making another appointment in November to replace the seat he has been filling on the RAN Board.

Vice-Chairperson

Sheriff Livingston advised that there were two options the RAN Board could take. First, to wait on the election item and perform a short meeting once Mayor Schroder's replacement is known. The second would be to move forward with electing a new Vice-Chair and Chair, so long as there are RAN Board members willing to fulfill those responsibilities.

Supervisor Burgis advised that she will be in her role for at least a couple more years and could assist in fulfilling one of the roles if necessary.

- Sheriff Livingston nominated, and made a motion, to have Supervisor Burgis serve as the Vice-Chair for the Local RAN Board.
- Mayor Schroder seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

(Newly appointed Member-at-Large Sechrest voted Aye. During his appointment it was not stated if his appointment was effective immediately or if it was intended for the upcoming term. Therefore, his vote is being documented but not reflected in the RAN Board voting results.)

Chairperson

Sheriff Livingston moved forward to the election of the Chair position. He advised that if the RAN Board members would like him to continue being Chair that he would be happy to do so. However, if someone else would like to hold the position he would be happy with that as well.

- Chief French nominated, and made a motion, to have Sheriff Livingston continue as the Chair.
- Mayor Schroder seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

(Newly appointed Member-at-Large Sechrest voted Aye. During his appointment it was not stated if his appointment was effective immediately or if it was intended for the upcoming term. Therefore, his vote is being documented but not reflected in the RAN Board voting results.)

6(f): Election of Board Members for Regional RAN Board FY 22-23

Sheriff Livingston reminded the RAN Board that each year Contra Costa County alternates hosting a Regional RAN Board meeting with Alameda County as the two counties share a fingerprint system. As such, this year is Alameda County's turn to host the meeting. This means that the Contra Costa County Local RAN Board members need to elect three members to serve on the Regional RAN Board. Sheriff Livingston continued explaining that typically two of the three members are those in the Chair and Vice-Chair positions, while the third would be another member from the Board.

- Sheriff Livingston made a motion to elect the newly appointed Chair and Vice-Chair (Livingston and Burgis) to serve on the Regional RAN Board.
- Chief Carlson seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

Sheriff Livingston proceeded with the fulfillment of the remaining position, asking the RAN Board members if anyone had any particular interest in serving. Newly elected Member-at-Large Sechrest expressed his interest in fulfilling that vacancy.

- Sheriff Livingston made a nomination, and a motion, to elect Member-at-Large Denny Sechrest to the remaining Regional RAN Board position.
- Chief Carlson seconded the motion.

AYES - Livingston, Schroder, Carlson, Becton, Burgis, French

NOES - 0

Abstentions - 0

Motion passes 6-0

Prior to announcing adjournment Sheriff Livingston asked if there were any other comments from the RAN Board members. Chief French asked if the future meetings were still going to be held via Zoom; or, if the upcoming meetings would revert to being held in person. Sheriff Livingston advised that it is currently authorized to host the meetings on Zoom (or another virtual platform), and that he is happy to continue hosting them via Zoom, unless there is interest from the RAN Board members to revert to in-person meetings, typically held at the District Attorney's Office in Martinez. Chief French clarified that she wanted to ensure that with the upcoming lifting of the COVID restrictions in February that it would not be a required change. Sheriff Livingston deferred to Supervisor Burgis for an answer. Supervisor Burgis agreed that with the lifting of restrictions as designated by the Governor that there may, or may not be, legislation that would allow the continuance of virtual meetings. As a result, any changes have yet to be determined. Sheriff Livingston advised Chief French that plenty of notice would be presented to the RAN Board members as to the form of the next meeting.

Hearing no other comments from the RAN Board members, Sheriff Livingston opened the floor to staff. Supervising Fingerprint Technician Viellieux asked Sheriff Livingston if there was going to be a change in who held the open Chief position. Would it be the Chief from San Ramon or El Cerrito? If it were to change, she was unsure if it needed to be voted upon. Sheriff Livingston advised that the action was taken by the Contra Costa County Police Chiefs Association and that they had appointed Chief Carlson. Supervising Fingerprint Technician Viellieux confirmed with Chief Carlson that he was with San Ramon. Chief Carlson advised that was correct. He also noted that he had heard something about Chief Paul Keith (El Cerrito) being interested in serving on the RAN Board, but that he is more than happy to continue his service on the RAN Board. Chief Carlson explained that the discussions at the Police Chiefs meeting that Sheriff Livingston referenced, may have occurred prior to him becoming Chief of San Ramon.

At this time, Sheriff Livingston asked if there were any other questions. Hearing none, Sheriff Livingston adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 1330 hours.