

# ALAMEDA COUNTY BOARD OF SUPERVISORS' PROCUREMENT AND CONTRACTING POLICY COMMITTEE

Monday, December 16, 2024  
2:30 p.m.

Location: *Board of Supervisors' Chamber – Room 512 – 5th Floor*

County Administration Building  
1221 Oak Street, Oakland, CA 94612

**Supervisor Nate Miley, Chair**  
**Supervisor David Haubert**

Staff: Melissa Wilk, Auditor-Controller  
Daniel Woldesenbet, Director, Public Works Agency  
Kimberly Gasaway, Interim Director, General Services Agency  
Susan S. Muranishi, County Administrator

## Summary Action Minutes

### **I. Workforce Data Report**

[Attachment](#)

Margarita Zamora, Director, Alameda County Human Resource Services, presented a PowerPoint presentation on the Alameda County Workforce Data report.

The workforce data covers January 1, 2023, to December 31, 2023. Areas analyzed include occupational categories, gender distribution, generational groups, ethnicity demographics, turnover rates, separations, retirements, and retirement eligibility.

Departments use this data for recruitment strategies and succession planning. Focus areas include retaining younger employees and preparing for retirements in critical positions.

- Exit Interviews & Retention: Some departments conduct exit surveys, but there is an effort to standardize and consolidate data countywide to understand why employees leave.
- Pension & Retirement: Concerns about employees retiring before Medicare eligibility and the impact of pension reform (PEPRA). Some retirees move to other agencies without reciprocity.
- Generation Z Recruitment: Exploring creative incentives such as student loan assistance to attract younger employees, who tend to prioritize experience over long-term benefits.
- Demographics & Diversity: The workforce closely reflects the diversity of the county population, with a balanced representation across racial and ethnic groups.
- Workforce Composition & Goals: The county aims to maintain a diverse workforce, filling vacancies strategically, particularly in high-need areas like behavioral health.
- Turnover & Succession Planning: High turnover among Generation Z and specific occupations like public safety and trades is a concern. Efforts focus on knowledge transfer and recruiting to ensure continuity.

This item was informational only and required no Committee action.

## **II. Healthy Homes Department Biannual Update**

### [Attachment](#)

April Williamson, Interim Director, Healthy Homes Department, Community Development Agency, presented a PowerPoint presentation on the Healthy Homes Department Biannual update.

Alameda County Healthy Homes Department reported on contracting opportunities and lead hazard control programs. The department utilizes lead hazard control and settlement funds to address lead hazards in residential homes through licensed contractors and environmental consultants.

- Lead Hazard Control Projects: 21 projects completed, totaling \$322,524, with an average cost of \$15,358 per project.
- Environmental Consulting: Two consultants conducted environmental hazard evaluations, with contract payments totaling \$37,030.
- Training Initiatives: 124 individuals trained in EPA Renovation, Repair, and Painting (RRP), including 31 code enforcement officers across multiple jurisdictions.

Healthy Homes Department plans to issue an RFP for outreach in unincorporated areas. The report also included demographic breakdowns of contractors and trainees, noting a focus on low-income participants.

## **III. General Services Agency Quarterly Procurement & Contracting Report**

### [Attachment](#)

### [Attachment](#)

Detra Dillon, Procurement Manager, General Services Agency, reported on the General Services Agency Quarterly Procurement & Contracting report.

The report covers the period of April 1, 2024 – June 30, 2024, covering procurement, contracts, workforce goals, and outreach efforts.

#### Procurements & Contracts

- 42 formal procurements totaling \$41M.
- 207 sole-source contracts (\$29M) and 42 piggybacks (\$13.8M).
- 398 SLEB waivers issued, totaling \$229M, with 80% (\$183M) awarded to local Alameda County firms.

#### Construction & Professional Services

- 7 task orders (\$2.3M) for professional services, all awarded to local firms.
- 18 construction contracts (\$928K), with 14 awarded to local businesses.
- 1 design-build contract (\$1.1M local) and 3 construction contracts (\$31M non-local).
- 11 Job Order Contracts (JOC) task orders (\$1M), with 97% going to local contractors.

#### Workforce & Community Benefits

- Exceeded local area resident hiring goal (52% vs. 40% goal)
- Met the disadvantaged resident apprenticeship goal (41% vs. 40% goal).
- Close to meeting the 20% state requirement (currently at 17%).

#### Outreach & Training

- 26 bid conferences (200 attendees), 12 vendor outreach events (46 attendees).
- 7 bid conferences (30 attendees) for building maintenance projects.
- 3 construction bid conferences (81 attendees, 56 vendors).
- 29 contractor technical assistance events.
- Successful June 6th networking event at Turner Court for upcoming design-build projects.

GSA continues to engage with community organizations and maintain outreach efforts to support local businesses and workforce development.

This item is informational only and required no Committee action.

#### **IV. Auditor-Controller Quarterly Procurement Report**

##### [Attachment](#)

- a) End-of-Fiscal-Year Report - Melissa Wilk, Auditor-Controller, Auditor-Controller Agency
- b) Disparity Study Update - Melissa Wilk, Auditor-Controller, County Counsel

Melissa Wilk, Alameda County Auditor-Controller, provided an updated progress report on county procurement for the fiscal year ending June 30, 2024. The report is based on payments to contractors and includes data on both small and large payments.

*Payments up to \$500K total:* \$2.15 billion

- Local contractors: \$1.27 billion (59%)
- Minority/Women-Owned Business Enterprises (MWBE) & SLAB contractors: \$1 billion (48.79%)

Payments by Category (MWBE & SLAB Contractors)

- Construction: \$102M (37%)
- Architecture & Engineering (A&E): \$31M (52.8%)
- Professional Services: \$416.8M (59%)
- Goods & Services: \$500M (45%)

Total Payments (Including Over \$500K) total: \$4.82 billion

- MWBE & SLAB Contractors: \$1.71 billion (35%)

Breakdown of MWBE & SLAB Payments by Category

- Construction: \$272M (30%)
- A&E: \$40M (41%)
- Professional Services: \$576M
- Goods & Services: \$817.8M (42.5%)

This item was informational only and required no Committee action.

#### Disparity Study Update

Laura Lloyd, Auditor-Controller Agency, provided a brief update on the Disparity Study completed by Mason Tillman & Associates. The report consists of 11 chapters, with seven (7) already reviewed by County Counsel and incorporated into a revised draft. The remaining four (4) chapters are still under legal review.

Andrea Weddle, Chief Assistant County Counsel, reported on legal concerns about the disparity study, regarding its legal standards and proposed remedies. The next steps include further discussions with Mason Tillman Associates regarding chapters 8-11, which cover proposed remedies, and a closed session with the board to outline legal risks. Anticipated completion of the review and presenting findings to the board will likely be in early 2025.

### **Speakers**

Eleanor Ramsey, Mason Tillman Associates, commented on the Disparity Study.

This item is informational only and required no Committee action.

## **V. Social Services Agency Annual Procurement and Contracting Report**

Attachment

Robert Wooley, Financial Services Director, Social Services Agency, presented a PowerPoint presentation on the Agency's Annual Procurement and Contracting Report.

The Social Services Agency works with over 100 community-based organizations (CBOs) and government agencies. Many contracts involve federal funding, requiring compliance with Small Local Emerging Business (SLEB) waivers.

The agency funds at least 500 local jobs directly through contracts, with additional jobs generated through subcontracting and service provisions.

Childcare Contracts: Allocating \$23 million annually to local childcare providers, supporting around 400 jobs.

Alameda Health Alliance: Funding group medical insurance, contributing to local employment in healthcare.

For procurement, the agency manages its own Requests for Proposals (RFPs) rather than using General Services Agency (GSA). To boost participation, they now directly contact CBOs about upcoming RFPs.

Results-Based Accountability (RBA) metrics are used to track contract performance. These metrics evaluate:

- Quantity -number of people served and activities completed.
- Quality - Customer satisfaction, retention, and adherence to protocols.
- Impact - Improvements in skills, behavior, and circumstances.

Currently, demographic data is collected for 20 contracts, with plans to streamline data collection across all human services contracts.

This item was informational only and required no Committee action.

### **PUBLIC COMMENT**

None.