

**MINUTES OF A REGULAR JOINT MEETING
OF THE EXECUTIVE COMMITTEE AND
THE USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:04 PM on Tuesday, September 18, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA

ROLL CALL

Present: City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Derrick Abell, Manhattan Beach Police Department
Chief Bob Fager, Hawthorne Police Department

Absent: City Manager Ed Medrano, City of Gardena
Chief Tom Kang, Gardena Police Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Interim Finance Manager Shally Lin
Director of Administrative Services Clint Osorio, City of Gardena
Captain Mike Safell, Gardena Police Department

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. Minutes of the Special Joint Meeting of the Executive Committee and the User Committee – August 21, 2018

MOTION: City Manager Moe moved to approve the minutes of the special joint meeting of the Executive Committee and the User Committee on August 21, 2018. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

3b. Check Register for August 2018

MOTION: City Manager Moe moved to approve the check register for August 2018. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

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- 3c. Resolution No. 317 of the Executive Committee of the South Bay Regional Public Communications Authority Amending Resolution No. 41 Revising the Job Description for Technical Services Manager and Changing the Position Title to Administrative Services Manager, Revising the Job Description for Finance Administrator and Changing the Position Title to Finance & Performance Audit Manager, and Adding the Position of Accountant to the Position Classification Plan

MOTION: City Manager Moe moved to approve revising to the job description for Technical Services Manager and changing the position title to Administrative Services Manager; revising the job description for Finance Administrator and changing the position title to Finance & Performance Audit Manager; and adding the position of Accountant to the Position Classification Plan; and adopt Resolution No. 317. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

RESOLUTION NO. 317

Resolution No. 317 of the Executive Committee of the South Bay Regional Public Communications Authority Amending Resolution No. 41 Revising the Job Description for Technical Services Manager and Changing the Position Title to Administrative Services Manager, Revising the Job Description for Finance Administrator and Changing the Position Title to Finance & Performance Audit Manager, and Adding the Position of Accountant to the Position Classification Plan

- 3d. Authorize the Executive Director to Execute a Side Letter of Agreement between the Management and Confidential Bargaining Group and the South Bay Regional Public Communications Authority

Executive Director Lee distributed a revised Appendix A to the proposed Side Letter of Agreement to accurately reflect the header of the monthly and hourly salaries. He explained that the intent of the proposed Side Letter is to modify the Preamble of the memorandum of understanding (MOU) between the Management Confidential Bargaining Group and the Authority dated July 1, 2016 through June 30, 2019 to clarify the job classifications covered by the MOU and their associated salaries in Appendix A.

MOTION: City Manager Moe moved to authorize the Executive Director to execute the Side Letter of Agreement between the Management and Confidential Bargaining Group and the South Bay Regional Public Communications Authority as proposed. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

- 3e. Resolution No. 318 of the Executive Committee of the South Bay Regional Public Communications Authority Authorizing Investment of Monies in the Local Agency Investment Fund and Repealing Resolutions No. 239 and No. 279 and Any and All Amendments and Revisions Thereto

Executive Director Lee presented the staff report. He noted that this item is to update the authorizations for the Local Agency Investment Fund (LAIF).

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MOTION: City Manager Moe moved to approve the investment of monies in the Local Agency Investment Fund and repeal Resolution Nos. 239 and 279 and any and all amendments and revisions thereto, and adopt Resolution No. 318. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote

RESOLUTION NO. 318

Resolution No. 318 of the Executive Committee of the South Bay Regional Public Communications Authority Authorizing Investment of Monies in the Local Agency Investment Fund and Repealing Resolutions No. 239 and No. 279 and Any and All Amendments and Revisions Thereto

4. **INFORMATION ITEMS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Lee introduced Interim Finance Manager Shally Lin. He related his intent to begin recruiting for the Finance & Performance Audit Manager position in the coming days.

5b. Executive Director Lee presented updated information on the recruitment for the position of Communications Operator and the forthcoming submission of the first Urban Area Security Initiative (UASI) grant reimbursement packet.

6. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

6a. Interim Finance Manager Lin advised that the second quarter assessments were recently mailed to the member and owner cities' Finance Departments.

7. **CLOSED SESSION**

Per Government Code Section 54957.6, the Executive Committee entered into a closed session at 2:12 PM to discuss Management & Confidential bargaining group employees and labor negotiations with the Communications Workers of America and the Teamsters Local 9-1-1 bargaining groups. The meeting returned to open session at 2:30 PM, with no action taken in closed session.

8. **ADJOURNMENT**

The meeting was adjourned at 2:31 PM.

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