

**SPECIAL MEETING OF THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE
AND USER COMMITTEE
TUESDAY, MARCH 17, 2020, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA**

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20, MEMBERS OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, USER COMMITTEE OR STAFF MAY PARTICIPATE IN THIS MEETING VIA A TELECONFERENCE. IN THE INTEREST OF MAINTAINING APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES THE PUBLIC TO PARTICIPATE BY CALLING:

United States: +1 (646) 749-3112

Access Code: 148-915-365

IF YOU WANT TO PROVIDE COMMENTS ON AGENDA ITEMS OR OTHER SUBJECT MATTER WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE. IN ADDITION, THE AUTHORITY'S CONFERENCE ROOM LOCATED AT 4440 WEST BROADWAY, HAWTHORNE, CA 90250, WILL BE OPEN TO THE PUBLIC WHERE MEMBERS OF THE PUBLIC CAN OBSERVE THE MEETING AND PROVIDE COMMENTS.

A. CALL TO ORDER

B. ROLL CALL BY EXECUTIVE DIRECTOR

1. Board of Directors
2. Executive Committee
3. User Committee

C. PUBLIC DISCUSSION

Members of the public will be given the opportunity to directly address the Board of Directors, the Executive Committee, and the User Committee. Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Board of Directors, the Executive Committee and the User Committee, including items on the agenda. While all comments are welcome, the Brown Act does not allow the Board of Directors, the Executive Committee or the User Committee to take action on any item not on the agenda. Comments will be limited to three (3) minutes per speaker.

D. GENERAL BUSINESS

1. Resolution of the Board of Directors Appointing Standby Officers for the Position of Executive Director
APPROVE
2. Continuity of Operations Discussion
PROVIDE DIRECTION

E. BOARD OF DIRECTORS, EXECUTIVE AND USER COMMITTEES' COMMENTS

F. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

1. THREAT TO PUBLIC SERVICES OR FACILITIES
Pursuant to Government Code Section 54957(a)

The Board of Directors and Executive Committee will conduct a closed session with General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

G. ADJOURNMENT

Posting Place: 4440 W. Broadway, Hawthorne, CA 90250 and www.rcc911.org

Posting Date/Time: March 16, 2020/1:30PM

Signature:



Erick B. Lee, Executive Director

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: D-1

TO: Board of Directors

FROM: Erick B. Lee, Executive Director

SUBJECT: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY APPOINTING STANDBY OFFICERS FOR THE POSITION OF EXECUTIVE DIRECTOR

ATTACHMENTS: 1. Resolution

RECOMMENDATION

Staff recommends that the Board of Directors adopt a resolution appointing standby officers for the position of Executive Director.

DISCUSSION

Under California law, the Authority may provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety. To provide for the continuance of the Authority's operations during a state of emergency, the Board of Directors has the power to appoint up to three standby officers for the Executive Director.

In order to ensure continuity of operations during an emergency or disaster, staff recommends that the following positions, in the order listed, be appointed to serve as standby officers for the Executive Director in the event the Executive Director is incapacitated or otherwise unable to perform his duties:

1. Administrative Services Manager
2. Operations Manager
3. Finance & Performance Audit Manager

Under the By-Laws, the Executive Director has the power and duty to administer the affairs of the Authority and to appoint and direct all employees. As such, the Executive Director

has the authority and responsibility for establishing lines of succession for his subordinates. These designations are established by a direct written order of the Executive Director and do not require action by the Board of Directors or the Executive Committee.

FISCAL IMPACT

None.

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Attachment

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS APPOINTING STANDBY OFFICERS FOR THE POSITION OF EXECUTIVE DIRECTOR

WHEREAS, Government Code Section 8635 *et seq.*, entitled “Preservation of Local Government,” sets forth a procedure to provide for the continued functioning of political subdivisions in the event of a state of war emergency, state of emergency, or local emergency;

WHEREAS, Government Code Section 8638 authorizes the governing body of a political subdivision to provide for the continuance of the political subdivision’s legislative and executive departments during a state of war emergency, state of emergency, or a local emergency by appointing standby officers for the chief executive of the political subdivision;

WHEREAS, the Executive Director is the chief executive of the South Bay Regional Public Communications Authority;

WHEREAS, Government Code Section 8638 provides that standby officers shall be designated numbers 1, 2, and 3 in descending order of succession;

WHEREAS, pursuant to Government Code Section 8641, a standby officer is to fill the appointed post when the regular officer is unavailable as defined in Government Code Section 8636, and is to serve in such post until such time as the regular officer becomes available or a new regular officer is elected or appointed; and

WHEREAS, the qualifications of each standby officer named in Section 2 below have been carefully reviewed and each designated person has been determined to be an appropriate designee.

NOW, THEREFORE, the Board of Directors of the South Bay Regional Public Communications Authority does hereby resolve as follows:

Section 1. The individuals operating in the following positions are appointed, in order, as standby officers for the Executive Director:

1. Administrative Services Manager
2. Operations Manager
3. Finance and Performance Audit Manager

Section 2. Pursuant to Government Code Section 8640, each standby officer shall take the oath of office required for the position of Executive Director. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the Board of Directors and may be removed and replaced at any time with or without cause.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 17th day of March, 2020, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair, Board of Directors

Secretary, Board of Directors

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM: D-2

TO: Board of Directors, Executive Committee, and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: CONTINUITY OF OPERATIONS DISCUSSION

ATTACHMENTS: None

Staff will report on actions that have been taken to address COVID-19. The Board of Directors, Executive Committee, and User Committee will have an opportunity to discuss this matter and provide direction to staff as appropriate.