

**EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**A. CALL TO ORDER**

The Executive and User Committees convened in a regular joint session at 2:03PM on November 17, 2020 by teleconference.

**B. ROLL CALL**

Present: City Manager Bruce Moe, City of Manhattan Beach  
City Manager Erick Lee, City of Hawthorne  
City Manager Clint Osorio, City of Gardena  
Chief Wolfgang Knabe, Manhattan Beach Fire Department  
Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Mike Ishii, Hawthorne Police Department

Also Present: Chief Bill Whalen, El Segundo Police Department  
John Krok, Acting Executive Director  
Shannon Kauffman, Operations Manger  
Vanessa Alfaro, Finance & Performance Audit Manager  
Jennifer Petrusis, Richards Watson Gershon  
Stephanie Swofford, Manhattan Beach Human Resources  
Lisa Jenkins, Manhattan Beach Human Resources

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

MOTION: City Manager Moe moved to approve the Consent Calendar, Items 1-4. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes from October 20, 2020  
**APPROVE**
2. Check Register - October 2020  
**RECEIVE AND FILE**
3. Cash & Investments Report/September 30, 2020  
**RECEIVE AND FILE**
4. Ratification of an Emergency Purchase from Rick's Gate Works, Inc. for Gate Repair Services  
**APPROVE**

**E. ITEMS TO REMOVE FROM CONSENT CALENDAR**

None.

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911  
**APPROVE**
2. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the Communication Workers of America  
**APPROVE**

MOTION: City Manager Moe moved to approve General Business Items F-1 and F-2. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

3. Public Employment Position, Acting Executive Director

MOTION: City Manager Lee moved to approve Shannon Kauffman as Acting Executive Director effective December 1, 2020. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

**G. USER COMMITTEE GENERAL BUSINESS**

1. Minutes from October 20, 2020

**APPROVE**

MOTION: Chief Ishii moved to approve the minutes from October 20, 2020. The motion was seconded by Chief Abell and Chief Knabe and passed by unanimous voice vote.

**G. ACTING EXECUTIVE DIRECTOR'S REPORT**

Acting Executive Director Krok provided updates on Recruitment of Communications Operators, Continuity of Operations during COVID-19 Pandemic, and Mark43 CAD.

**I. EXECUTIVE AND USER COMMITTEES' COMMENTS**

Chief Abell applauded John Krok's efforts as Acting Executive Director.

**J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:15PM to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: John Krok, Acting Executive Director  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: John Krok, Acting Executive Director  
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT  
Pursuant to Government Code Section 54957(b)(1)  
Title: Executive Director

The Executive Committee returned from closed session at 3:07PM with no actions taken.

**K. ADJOURNMENT**

The meeting adjourned at 3:07PM.