

**EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**A. CALL TO ORDER**

The Executive and User Committees convened in a regular joint session at 2:01PM on December 15, 2020.

**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

Absent: Chief Mike Ishii, Hawthorne Police Department

Also Present: Shannon Kauffman, Acting Executive Director  
John Krok, Administrative Services Manager  
Vanessa Alfaro, Finance & Performance Audit Manager  
Jennifer Petrusis, Richards Watson Gershon  
Laura Kalty, Liebert Cassidy Whitmore  
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 November 9, 2020  
**APPROVE**
2. Minutes from November 12, 2020  
**APPROVE**
3. Minutes from November 17, 2020  
**APPROVE**
4. Check Register - November 2020  
**RECEIVE AND FILE**

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

None.

**F. USER COMMITTEE GENERAL BUSINESS**

1. Minutes from November 12, 2020  
**APPROVE**

MOTION: Chief Knabe moved to approve the minutes from November 12, 2020. The motion was seconded by Chief Abell and approved by voice vote.

- Minutes from November 17, 2020

**APPROVE**

MOTION: Chief Abell moved to approve the minutes from November 17, 2020. The motion was seconded by Chief Knabe and approved by voice vote.

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

Acting Executive Director Kauffman provided updates on Continuity of Operations during COVID-19 Pandemic, Recruitment, Mark43 CAD, and City of Palos Verdes Estates Phase 2.

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

None.

**I. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:07PM to discuss the following items.

- 1. CONFERENCE WITH LABOR NEGOTIATOR**  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
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 Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
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 2:41PM with no actions taken.

**J. ADJOURNMENT**

The meeting adjourned at 2:41PM.