

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS AND
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE
USER COMMITTEE
SEPTEMBER 20, 2022**

A. CALL TO ORDER

The special meeting of the Board of Directors and regular joint meeting of the Executive Committee and User Committee convened in a regular joint session via teleconference at 2:04 PM on Tuesday, September 20, 2022.

B. ROLL CALL

PRESENT: Councilmember Suzanne Hadley, Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, City of Gardena
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

ABSENT: Mayor Pro Tem Rodney Tanaka, City of Gardena
Chief Mike Ishii, Hawthorne Police Department

ALSO PRESENT: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Legal Counsel Laura Kalty, Liebert, Cassidy, Whitmore
General Counsel Jennifer Petrusis & Craig Fox, Richards, Gershon Watson

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS CONSENT CALENDAR

1. Check Register July 19, 2022
RECEIVE AND FILE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

MOTION: Vice-Chair Hadley moved to approve the Consent Calendar as written. The motion was seconded by Councilmember Monteiro and passed by a 2-0 roll call vote, with Mayor Pro Tem Tanka abstaining.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. BOARD OF DIRECTORS GENERAL BUSINESS

1. A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for the Rates in the Legal Services Agreement with Richards, Watson & Gershon
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution approving an annual rate increase. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

2. A Resolution of the Board of Directors Authorizing the Treasurer to Contract for Banking Services
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution authorizing the Treasurer to contract for banking services on behalf of the Authority. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

3. A Resolution of the Board of Directors Adopting an Amended Cost Allocation Policy
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution amending the Cost Allocation Policy. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

G. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from July 19, 2022, August 11, 2022 and August 16, 2022
APPROVE
2. AB 361 Findings for Special Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Check Register – August 2022
APPROVE
4. Budget Performance Report – FY2021-22 Q4
RECEIVE AN FILE

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

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

I. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Memorandum of Understanding with Management and Confidential Employees
APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE AUTHORITY

MOTION: City Manager Moe moved to approve the Executive Director to execute the memorandum of understanding with Management and Confidential Employees on behalf of the Authority. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

2. Contract for Banking Services with Bank of the West
APPROVE AND AUTHORIZE THE TREASURER TO SIGN THE CONTRACT ON BEHALF OF THE AUTHORITY

MOTION: City manager Moe moved to approve the Treasurer to sign contract with Bank of the West. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

3. A Revision to the Purchasing Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A PURCHASING POLICY

MOTION: City Manager Moe moved to approve a resolution establishing a Purchasing Policy. The motion was seconded by City Manager Osorio and passed by 3-0 roll call vote.

4. A Resolution Establishing a Recruitment Incentive and Referral Bonus Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY

Executive Director Klun provided background information on and outlined the parameters of the proposed Recruitment Incentive and Referral Bonus Policy. In answer to questions from the Executive Committee, he advised that comp time in lieu of cash payment would not be offered to the employee who recruited the new hire. Mr. Klun explained the criteria to be used for “hard to fill” positions and the process for notifying employees about this policy.

MOTION: City Manager Osorio moved to recommend approval of the Resolution in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” as written.

Discussion continued with City Manager Moe offering an amendment to the motion to include that the approval shall be for a six-month trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period.

Legal Counsel Petrusis clarified for City Manager Moe that, under joint powers authority law, at the end of the six-month trial period, the Board of Directors cannot delegate the approval of this policy to the Executive Committee.

AMENDED MOTION: City Manager Osorio moved to approve the Resolution as proposed in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” for a six month-trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period. The motion was seconded by City Manager Moe and passed by a 3-0 unanimous roll call vote.

5. Executive Director’s Update on the Status of the Mark43 Project
RECEIVE AND FILE

A Power Point presentation on the status of Mark43 Project was provided by Executive Director Klun, including that Mark43 CAD completed a site visit at the end of August. He noted that a 6-hour nation-wide outage occurred on August 25.

6. Executive Director's Update on the Staffing and Recruitment
RECEIVE AND FILE

Updated information on staffing and recruitment was provided by Executive Director Klun via a PowerPoint presentation, including a pilot program whereby the Authority would offer signing and recruitment bonuses.

J. USER COMMITTEE CONSENT CALENDAR

1. Minutes from July 19, 2022
APPROVE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

Chief Saffell moved to approve the Consent Calendar as written. The motion was seconded by Chief Johnson and passed by 3-0 roll call vote.

K. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

L. EXECUTIVE DIRECTOR'S REPORT

Executive Director Klun shared information about the following: The Fire Task Force extending the opportunity to schedule sit-alongs with the RCC; the Authority's plans to dispose of some computer equipment to be offered to our "Member City" IT personnel; the outpouring of support upon the passing of former Communications Operator Latanya Meadors and the wonderful peer support and efforts of Communications Supervisor Veramendi, Communications Operator Dohrmann and Operations Manager Shannon Kauffman during this difficult time; and the Dispatch Performance Presentation 2022 Q1 and Q2 – overview of incident entry times, dispatch times CY 2021 averages CY 2022.

M. BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS

None.

N. ADJOURNMENT

The meeting was adjourned at 3:06 PM.