

A G E N D A
SPECIAL MEETING OF THE BOARD OF DIRECTORS,
REGULAR JOINT MEETING EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, May 21, 2024, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. CALL TO ORDER

B. ROLL CALL

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 on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. EMPLOYEE RECOGNITION

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from April Meeting - April 16, 2024

APPROVE

2. Check Register – April 2024

RECEIVE AND FILE

3. Cash and Investments - March 31, 2024

RECEIVE AND FILE

4. Proposed Amended Workplace Harassment Policy

APPROVE AND RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

5. Proposed Amended Drug Free Workplace Policy

APPROVE AND RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

F. ITEMS REMOVED FROM THE CONSENT CALENDAR

G. BOARD OF DIRECTORS CONSENT CALENDAR

1. Minutes from March Meeting - March 19, 2024

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

I. BOARD OF DIRECTORS GENERAL BUSINESS

1. Resolution Amending Workplace Harassment Policy

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

ADOPT RESOLUTION AMENDING POLICY

2. Resolution Amending Drug Free Workplace Policy

ADOPT RESOLUTION AMENDING POLICY

3. Resolution Amending Uniform/Appearance Policy

ADOPT RESOLUTION AMENDING POLICY

4. Discussion of the Authority's Governance Structure and the Powers and Duties of the Board of Directors and of the Executive Committee, and Consider Whether the Authority's Bylaws Should Be Amended

PROVIDE DIRECTION

J. User Committee Consent Calendar

1. Minutes from April Meeting - April 16, 2024

APPROVE

K. Executive Director's Report

1. The Acting Executive Director will provide updates to the Board of Directors, the Executive Committee, and to the User Committee on the following items:

- *Authority Staffing Update*
- *Computer Aided Dispatch Software and Professional Services Update*
- *Engage Customer Service Survey Program Update*
- *Status of Pulse Point Implementation*
- *Authority Events*

RECEIVE AND FILE

L. Board of Directors, Executive Committee, and User Committee Comments

M. Adjournment

Posting Date/Time: May 16, 2024/5:00PM

Signature:



John Krok, Acting Executive Director

E-1

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

APRIL 16, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, April 16, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

Absent:

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Director Krok recognized Communications Operator Harmony Frazier for successfully completing her probation and Finance and Performance Audit Manager Vanessa Alfaro for her 5 year milestone with the Authority.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from March 19, 2024

APPROVED

2. Check Register – March 2024

RECEIVE AND FILE

3. Fiscal Year 2023-2024 Budget Performance - Q3

RECEIVE AND FILE

Interim Director Krok noted a discrepancy in the total amount on the Check Register for March 2024 and advised it was a printing error. The check register was disseminated to the members of the Executive Committee and is publicly available.

MOTION: City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-3. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

F. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Amended Uniform/Appearance Policy for Communications and Technical Services Personnel

APPROVE AND RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

Interim Director Krok discussed the Authority's current uniform policy and updates to the proposed casual uniform policy. The new Authority provided attire will have Authority insignias.

MOTION: City Manager Moe moved to approve item 1. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

2. Agreement Between the South Bay Regional Public Communications Authority and Foster & Foster Consulting Actuaries, Inc for Actuarial Consulting Services

APPROVE

Finance Manager Alfaro presented information on the Authority agreement with Foster & Foster Consulting Actuaries and provided an overview of government agency requirements (GASB). The Authority reached out to nine actuary firms for services and three submitted proposals. She stated that there are funds available in the Fiscal Year 2024-2025 adopted budget for this service.

City Manager Osorio inquired about the OPEB liability insurance and Manager Alfaro stated it was about 2.6 million.

MOTION: City Manager Moe moved to approve item 2. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

H. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from March 19, 2024

APPROVED

MOTION: Chief Johnson moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Saffell and passed by a vote of 4-0.

I. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Interim Director Krok provided an update that staffing in the communications center was at 76%. He also noted that there are three part-time operators that fill an average of 460 hours a month. CAD Update – Central Square demo was completed on April 1st, 2024 and the Versaterm CAD demo is scheduled for April 24, 2024. The Power DMS Engage customer service survey program is expected to launch in July and the Pulse Point App for citizens in early May. Interim Director Krok stated that the Authority implemented an employee birthday, milestone, and anniversary recognition program. He also noted that Finance has added a 457 (b) plan Roth option for all employees.

City Manager Bruce Moe announced his retirement August 2024.

K. **ADJOURNMENT**

The meeting was adjourned at 2:22PM.

E-2



Check Register FY 2023-24

April 2024

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
April 5, 2024	\$179,662.37	
April 12, 2024	\$158,015.88	
April 19, 2024	\$112,340.06	
April 26, 2024	<u>\$58,426.82</u>	
Accounts Payable Total	\$508,445.13	

Payroll Checks Issued Date

April 5, 2024	\$164,301.63	
April 19, 2024	<u>\$186,022.58</u>	
Payroll Total	\$350,324.21	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20730	4/5/2024	00696	GUARDIAN	533654-04	3/21/2024	GUARDIAN - DENTAL, VISION	8,271.15	8,271.15
20731	4/5/2024	00058	CALPERS	1000000174873	3/14/2024	HEALTH PREMIUMS FOR APF	71,021.76	71,021.76
20732	4/5/2024	00219	INTERNAL REVENUE SERVICE	Ben37988	4/5/2024	FEDERAL WITHHOLDING TAX	34,350.62	34,350.62
20733	4/5/2024	00223	EMPLOYMENT DEVELOPMENT	Ben37992	4/5/2024	STATE DISABILITY INSURANCE	14,151.40	14,151.40
20734	4/5/2024	00222	STATE DISBURSEMENT UNIT	Ben37996	4/5/2024	SUPPORT: PAYMENT	184.62	184.62
20735	4/5/2024	00058	CALPERS	Ben37990	4/5/2024	PERS RETIREMENT: PAYMENT	36,303.50	36,303.50
20736	4/5/2024	00221	MISSIONSQUARE RETIREMENT	Ben37986	4/5/2024	DEFERRED COMPENSATION	13,184.91	13,184.91
57788	4/5/2024	00217	CALIFORNIA TEAMSTERS UNION	Ben37984	4/5/2024	UNION DUES TEAMSTERS: PAYMENT	1,274.00	1,274.00
57789	4/5/2024	00218	CWA LOCAL 9400	Ben37982	4/5/2024	UNION DUES CWA: PAYMENT	170.34	170.34
57790	4/5/2024	00996	WAGeworks INC., HEALTHCARE	Ben37994	4/5/2024	HEALTH CARE FSA: PAYMENT	750.07	750.07
Sub total for BANK OF THE WEST:							179,662.37	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2124	4/12/2024	00012	CALIFORNIA WATER SERVICE	5550731926	4/2/2024	FIRE PROTECTION SERVICE	104.45	104.45
2125	4/12/2024	00070	GAS COMPANY, THE	059 194 8982 2	4/3/2024	GAS SERVICE HQ/ 3/1/2024-4	2,171.32	2,171.32
2126	4/12/2024	00069	SOUTHERN CALIFORNIA EDI	700610392752	4/4/2024	ELECT SERV GRANDVIEW/ 3	169.85	169.85
2127	4/12/2024	00651	FRONTIER	209-188-0077-04	4/1/2024	PHONE SERVICE 4/1/24 - 4/30	337.87	337.87
57791	4/12/2024	00810	& ASSOCIATES, MAX PARKE	F9896	4/10/2024	WEBSITE MAINTENANCE SE	250.00	250.00
57792	4/12/2024	00297	AT&T, ATT CALNET	000021512321	4/3/2024	PHONE SERVICE 3/03/24-4/02	511.48	511.48
57793	4/12/2024	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	4/1/2024	PHONE SERVICE 4/01/2024-4	2,345.33	2,345.33
57794	4/12/2024	00014	CDW GOVERNMENT, INC.	QL87698	3/29/2024	CDW-G BILLABLE PARTS	3,002.16	
				QC69988	3/12/2024	CDW-G BILLABLE PARTS	2,174.70	5,176.86
57795	4/12/2024	00017	CHEM PRO LABORATORY, IN	IN145440	4/1/2024	WATER TREATMENT SERVIC	96.05	96.05
57796	4/12/2024	00879	CROWN CASTLE	1546478	4/1/2024	REDUNDANT INTERNET SER	1,100.00	1,100.00
57797	4/12/2024	01094	DONALD E. ST. CLAIR	RCC03272024	3/27/2024	STRATEGIC PLANNING PRO.	6,000.00	6,000.00
57798	4/12/2024	01048	ERIC JASON ARROYO	3364	3/29/2024	RECRUITMENT - BACKGROU	1,500.00	1,500.00
57799	4/12/2024	00008	FEDERAL SIGNAL CORP	8564796	3/26/2024	FEDERAL SIGNAL CORP BILL	11,892.00	
				8544283	3/4/2024	FEDERAL SIGNAL CORP BILL	5,400.00	
				8563534	3/25/2024	FEDERAL SIGNAL CORP BILL	3,655.54	
				8536241	2/23/2024	FEDERAL SIGNAL CORP BILL	3,327.84	
				8551318	3/12/2024	FEDERAL SIGNAL CORP BILL	2,255.00	
				8568742	3/29/2024	FEDERAL SIGNAL CORP BILL	993.75	27,524.13
57800	4/12/2024	00651	FRONTIER	7002Z664-S-240	4/5/2024	PHONE SERV 4/05/24-5/04/24	803.56	
				7002Z665-S-240	4/5/2024	PHONE SERV 4/05/24-5/04/24	552.33	1,355.89
57801	4/12/2024	01105	GOVCONNECTION, INC.	75100988	3/15/2024	CLICKSHARE C-10 GEN 2	1,497.94	1,497.94
57802	4/12/2024	00027	HAVIS INC.	SIN253845	3/22/2024	HAVIS INC BILLABLE PARTS	1,745.16	
				SIN253491	3/20/2024	HAVIS INC BILLABLE PARTS	949.07	2,694.23
57803	4/12/2024	00148	HAWTHORNE, CITY OF	IT-23-03-ccc	3/28/2024	COMPUTER CONTRACT SER	50,000.00	50,000.00
57804	4/12/2024	01106	JOSE CONSTANTINO VALDES	INV1146	4/7/2024	MONTHLY LANDSCAPING SE	450.00	450.00
57805	4/12/2024	00799	LA UNIFORMS & TAILORING	20934	3/18/2024	UNIFORM SETS	242.44	242.44
57806	4/12/2024	00442	LAWSON PRODUCTS, INC.	9311324552	2/23/2024	LAWSON PRODUCTS BILLAB	416.18	416.18
57807	4/12/2024	00087	LIEBERT CASSIDY & WHITM	C240466	4/30/2024	FY 23-24 LEGAL SERVICES	340.00	340.00
57808	4/12/2024	00043	MANEY WIRE & CABLE, INC.	20091026	3/26/2024	MANEY WIRE & CABLE BILLA	1,721.75	
				20090895	3/19/2024	MANEY WIRE & CABLE BILLA	73.92	1,795.67
57809	4/12/2024	00822	MATRIX CONSULTING GROU	F933-23	4/5/2024	MATRIX CONSULTATION PRC	6,100.00	6,100.00
57810	4/12/2024	00331	MITSUBISHI ELECTRIC INC	485430	4/1/2024	HQ MAINTENANCE - ELEVAT	805.30	805.30
57811	4/12/2024	00047	MOTOROLA SOLUTIONS, INC	8281851885	3/22/2024	MOTOROLA SOLUTIONS INC	244.21	244.21

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57812	4/12/2024	01110	POWERDMS, INC.	INV-49286	3/13/2024	POWER ENGAGE 911	8,731.25	8,731.25
57813	4/12/2024	01022	RACE COMMUNICATIONS	RC1160644	4/1/2024	COMMUNICATION CONTRAC	1,198.50	1,198.50
57814	4/12/2024	01057	ROBERT HALF	63393630	3/27/2024	PART-TIME REMOTE RECRU	930.00	
				63423307	4/3/2024	PART-TIME REMOTE RECRU	744.00	1,674.00
57815	4/12/2024	00593	TARTAN ASSOCIATES	TA-880-CA	4/3/2024	COMM CENTER CHAIR REPA	3,582.50	3,582.50
57816	4/12/2024	00171	VERIZON WIRELESS	9959890058	3/23/2024	DAC CHARGES HPD/ 2/24/24-	2,071.31	
				9959950396	3/23/2024	GPD DAC CHARGES/ 2/24/24-	1,875.57	
				9959874697	3/23/2024	MODEM SVC. MBPD/ 2/24/24	986.30	
				9959482535	3/18/2024	CELL PH. CHGS: 2/19/24-3/18,	411.44	
				9959874698	2/23/2024	MODEM SVC. MBPD/ 2/24/24-	78.02	5,422.64
57817	4/12/2024	00481	WAYTEK, INC.	3690733	3/28/2024	WAYTEK INC BILLABLE PART	3,891.45	
				3680942	3/7/2024	WAYTEK INC BILLABLE PART	769.06	
				3688623	3/25/2024	WAYTEK INC BILLABLE PART	751.93	
				3685688	3/18/2024	WAYTEK INC BILLABLE PART	604.22	6,016.66
57818	4/12/2024	01028	WESTIN AUTOMATIVE PROD	2144765	3/8/2024	WESTIN AUTOMATIVE BILLAI	10,095.01	10,095.01
57819	4/12/2024	00063	WHELEN ENGINEERING CO.,	434184	1/29/2024	WHELEN ENGINEERING CO I	2,335.76	
				457045	3/6/2024	WHELEN ENGINEERING CO I	2,012.50	
				460806	3/12/2024	WHELEN ENGINEERING CO I	1,529.61	
				457877	3/7/2024	WHELEN ENGINEERING CO I	815.85	
				468412	3/26/2024	WHELEN ENGINEERING CO I	738.68	
				457259	3/6/2024	WHELEN ENGINEERING CO I	456.44	
				470947	3/28/2024	WHELEN ENGINEERING CO I	177.28	8,066.12
Sub total for BANK OF THE WEST:								158,015.88

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20737	4/19/2024	00219	INTERNAL REVENUE SERVIC Ben38066	4/19/2024	FEDERAL WITHHOLDING TA	41,139.21	41,139.21
20738	4/19/2024	00223	EMPLOYMENT DEVEL DEPT Ben38070	4/19/2024	STATE DISABILITY INSURAN	16,379.78	16,379.78
20739	4/19/2024	00222	STATE DISBURSEMENT UNIT Ben38074	4/19/2024	SUPPORT: PAYMENT	184.62	184.62
20740	4/19/2024	00058	CALPERS Ben38068	4/19/2024	PERS RETIREMENT: PAYMEN	36,730.89	36,730.89
20741	4/19/2024	00221	MISSIONSQUARE RETIREMEI Ben38064	4/19/2024	DEFERRED COMPENSATION	13,200.93	13,200.93
57820	4/19/2024	00002	AFLAC Ben38058	4/19/2024	AFLAC INSURANCE: PAYMEN	2,510.22	2,510.22
57821	4/19/2024	00217	CALIFORNIA TEAMSTERS UN Ben38062	4/19/2024	UNION DUES TEAMSTERS: P	1,274.00	1,274.00
57822	4/19/2024	00218	CWA LOCAL 9400 Ben38060	4/19/2024	UNION DUES CWA: PAYMEN	170.34	170.34
57823	4/19/2024	00996	WAGeworks INC., HEALTHE Ben38072	4/19/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							112,340.06

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2128	4/26/2024	00073	STATE BOARD OF EQUALIZA	012-655960	4/26/2024	SALES & USE TAX PMT WITH	6,954.00	6,954.00
2129	4/26/2024	00069	SOUTHERN CALIFORNIA EDI	700440732476	4/12/2024	ELEC SERV/ 3/4/24 - 4/9/24	11,892.28	
			700383926852	4/18/2024	ELEC SERV PUNTA/ 3/19/24 -	882.54	12,774.82	
2130	4/25/2024	00621	FIRST BANKCARD					
		00294	NATIONAL EMBLEM, INC	030724	3/7/2024	VETERAN PATCHES	1,224.24	
		01112	CRICUT INC.	128541300	3/26/2024	OTHER EQUIPMENT	653.94	
		00141	POWERPHONE INC	82209	2/12/2024	EMD COURSES & ANNUAL M	399.00	
		00141	POWERPHONE INC	82048	1/8/2024	EMD COURSES & ANNUAL M	387.00	
		00228	COSTCO MEMBERSHIP	1100109320	3/15/2024	OFFICE & JANITORIAL SUPPI	373.22	
		00228	COSTCO MEMBERSHIP	2105640070125	3/14/2024	EMPLOYEE WELLNESS PRO	320.57	
		00141	POWERPHONE INC	81959-1	2/1/2024	EMD COURSES & ANNUAL M	319.60	
		00942	WAYFAIR	3945014797	3/1/2024	FURNITURE	308.69	
		00228	COSTCO MEMBERSHIP	408100008333	3/21/2024	EMPLOYEE WELLNESS PRO	308.15	
		00228	COSTCO MEMBERSHIP	406000005003	2/29/2024	EMPLOYEE WELLNESS PRO	300.02	
		00466	AMAZON MARKETPLACE	113-1631434-81	3/27/2024	OFFICE SUPPLIES	254.83	
		00610	DIRECTV	065190124X240	3/5/2024	CABLE SERVICE	251.98	
		01040	GOOGLE ADS	520-390-4641	3/1/2024	DISPATCHER ONLINE JOB AI	167.27	
		00228	COSTCO MEMBERSHIP	406700005043	3/7/2024	EMPLOYEE WELLNESS PRO	157.23	
		01114	LISA'S CAFE & BAKERY	5	3/5/2024	EMPLOYEE SERVICES	146.85	
		00141	POWERPHONE INC	82208	2/12/2024	EMD COURSES & ANNUAL M	129.00	
		00467	LOWES BUSINESS	568165014	3/20/2024	PARTS - BILLING	127.27	
		01111	GRUBHUB	66372554-54896	3/13/2024	EMPLOYEE SERVICES	99.97	
		00915	GOLD GAS	74116787	3/7/2024	FUEL - VAN	92.47	
		00761	BOX	INV11745148	3/26/2024	SOFTWARE SERVICES	90.00	
		00035	HOME DEPOT CREDIT SERVI	0620 00082 370	3/7/2024	GENERAL TECH SUPPLIES	85.25	
		00466	AMAZON MARKETPLACE	113-9857067-47	3/20/2024	OFFICE SUPPLIES	76.07	
		00765	EXXON GASOLINE	033491	2/27/2024	FUEL - EXPLORER	72.02	
		00467	LOWES BUSINESS	495848896	3/5/2024	GENERAL TECH SUPPLIES	64.46	
		00035	HOME DEPOT CREDIT SERVI	0620 00083 545	3/11/2024	GENERAL TECH SUPPLIES	63.81	
		00714	DOOR DASH	032124	3/21/2024	EMPLOYEE SERVICES	62.75	
		00632	U-HAUL OF GARDENA	6D35E645	2/28/2024	FUEL - FORKLIFT	60.47	
		00655	STARBUCKS #05688	71008796	3/15/2024	EMPLOYEE SERVICES	60.00	
		00892	KIKES GENERAL AUTO REPAI	00E96581	3/25/2024	VEHICLE OPERATIONS - FOF	60.00	
		01113	UBER EATS	032024	3/20/2024	EMPLOYEE SERVICES	54.77	

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00035	HOME DEPOT CREDIT SERV	0620 00083 305	3/5/2024	GENERAL TECH SUPPLIES	49.25
		01111	GRUBHUB	44412554-88311	3/13/2024	EMPLOYEE SERVICES	47.15
		01046	PELTON	030124	3/1/2024	EMPLOYEE SERVICES	44.00
		00466	AMAZON MARKETPLACE	114-3694659-63	3/5/2024	GENERAL TECH SUPPLIES	38.58
		00466	AMAZON MARKETPLACE	114-9474522-37	3/7/2024	GENERAL TECH SUPPLIES	20.94
		01073	CSULB	8649292	3/8/2024	CJSA CAREER FAIR REGIST	20.53
		00862	AUTOZONE	000409455 5014	3/12/2024	GENERAL TECH SUPPLIES	18.73
		00466	AMAZON MARKETPLACE	114-6536428-83	3/5/2024	GENERAL TECH SUPPLIES	18.71
		00466	AMAZON MARKETPLACE	113-9678062-80	3/26/2024	EMPLOYEE SERVICES	17.96
		00141	POWERPHONE INC	82210	2/28/2024	EMD COURSES & ANNUAL M	2,303.00
		01009	UNITED STATES POSTAL SER	022824	2/28/2024	MAILING OF IRS TAX FORMS	9.85
		00228	COSTCO MEMBERSHIP	408100008332	3/21/2024	CONFERENCE ROOM SUPPL	7.49
2131	4/26/2024	00012	CALIFORNIA WATER SERVICE	4675328235	4/18/2024	WATER SERV HQ/ 3/20/24-4/1	207.86
3120	4/25/2024	00621	FIRST BANKCARD				207.86
		01047	GODADDY	324775-56	3/23/2024	MONTHLY WEBSITE HOSTIN	75.99
		00826	LA TIMES	032524	3/25/2024	LA TIMES MONTHLY SUBSCF	15.96
6079	4/25/2024	00621	FIRST BANKCARD				91.95
		00141	POWERPHONE INC	81959-2	2/1/2024	EMD COURSES & ANNUAL M	1,478.60
57824	4/26/2024	00491	ACCELE ELECTRONICS, INC.	798316	4/4/2024	ACCELE ELECTRONICS BILL	715.66
57825	4/26/2024	00297	AT&T, ATT CALNET	000021557448	4/13/2024	PHONE SERV 3/13/24-4/12/24	2,935.52
				000021564646	4/13/2024	PHONE SERV 3/13/24-4/12/24	255.69
				000021561583	4/13/2024	PHONE SERV 3/13/24-4/12/24	244.12
57826	4/26/2024	00439	CIT COM, INC.	2024-04	3/8/2024	CAD SYSTEM CONSULTANT	6,380.00
57827	4/26/2024	01051	COMPASS GROUP USA INC, (SOC	179261	4/22/2024	EMPLOYEE COFFEE SERVIC	1,032.17
57828	4/26/2024	00101	CORDOVA, TONY	042624	4/26/2024	RETIREE MED PREM/MAY 20	593.00
57829	4/26/2024	00081	COSTON, SHANDER	042624	4/26/2024	RETIREE MED PREM/MAY 20	343.00
57830	4/26/2024	00146	DARIO A. BANDERA	12227	3/12/2024	STRICTLY TINT BILLABLE PAI	395.00
				12228	4/8/2024	STRICTLY TINT BILLABLE PAI	340.00
57831	4/26/2024	00103	DIVINITY, TANJI	042624	4/26/2024	RETIREE MED PREM/MAY 20	593.00
57832	4/26/2024	01048	ERIC JASON ARROYO	3386	4/18/2024	RECRUITMENT - BACKGROU	1,500.00
57833	4/26/2024	00785	EXPERIAN	CD2412001985	3/29/2024	CREDIT CHCEK	32.00
57834	4/26/2024	00106	FARLEY, SANDRA	042624	4/26/2024	RETIREE MED PREM/MAY 20	343.00
57835	4/26/2024	00008	FEDERAL SIGNAL CORP	8578319	4/10/2024	FEDERAL SIGNAL CORP BILL	993.75
				8575709	4/8/2024	FEDERAL SIGNAL CORP BILL	12.33
57836	4/26/2024	00027	HAVIS INC.	SIN256076	4/5/2024	HAVIS INC BILLABLE PARTS	847.06

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57837	4/26/2024	00577	JESSICA RAMOS	3128	3/25/2024	VEHICLE MAINTENANCE & D	105.00	105.00
57838	4/26/2024	00113	MARTIN, LISA	042624	4/26/2024	RETIREE MED PREM/MAY 20	343.00	343.00
57839	4/26/2024	00047	MOTOROLA SOLUTIONS, INC	8281861967	4/3/2024	MOTOROLA SOLUTIONS INC	5,270.83	5,270.83
57840	4/26/2024	00819	OCCUPATIONAL HEALTH CEN	82752807	4/4/2024	PRE-EMPLOYMENT MEDICAL	848.00	848.00
57841	4/26/2024	01005	ORKIN PEST CONTROL	259385725	4/3/2024	HQ MAINTENANCE - PEST C	100.99	
				259385726	4/3/2024	HQ MAINTENANCE - PEST C	73.99	174.98
57842	4/26/2024	00121	PINELA, ELIZABETH	042624	4/26/2024	RETIREE MED PREM/MAY 20	593.00	593.00
57843	4/26/2024	00060	RIVERA, JOSE	042624	4/26/2024	RETIREE MED PREM/MAY 20	747.95	747.95
57844	4/26/2024	00144	SAXE-CLIFFORD PHD, SUSAN	24-0415-3	4/15/2024	PRE-EMPLOYMENT PSYCHO	400.00	
				24-0418-12	4/18/2024	PRE-EMPLOYMENT PSYCHO	400.00	800.00
57845	4/26/2024	00034	STEVENS, GARY	042624	4/26/2024	RETIREE MED PREM/MAY 20	593.00	593.00
57846	4/26/2024	00345	STOMMEL INC.	SI101549	4/5/2024	LEHR AUTO BILLABLE PARTS	521.44	521.44
Sub total for BANK OF THE WEST:								58,426.82

E-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 21, 2024

ITEM NUMBER: E-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/March 31, 2024

ATTACHMENTS:

1. Cash & Investments Report for March 31, 2024
2. LAIF Month End Statement for March 31, 2024
3. PMIA Performance Report as of March 31, 2024

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for March 31, 2024.

BACKGROUND

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis. The Board of Directors receives the Cash & Investments Report annually.

DISCUSSION

Staff has completed the bank reconciliation for March 31, 2024. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits an increase from the monthly average yields in 2023.

FISCAL IMPACT

None.

E-3

Attachment 1



Cash and Investments Report As of March 31, 2024

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
Bank of the West/BMO Bank (General/Payroll)	\$ 1,028,777.89	\$ -	\$ 83,323.88	\$ 945,454.01
<u>Investments</u>				
LAIF	\$ 9,985,510.76	-	-	\$ 9,985,510.76
Total Investments	<u>\$ 9,985,510.76</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,985,510.76</u>
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				<u>\$ 500.00</u>
Total Cash & Investments				<u><u>\$ 10,931,464.77</u></u>
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 10,812,594.42
Fund 30 (Enterprise Fund)				-
Fund 20 (COVID-19 Reimb Grant Fund)				118,870.35
Total				<u><u>\$ 10,931,464.77</u></u>

E-3

Attachment 2

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

April 04, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY
TREASURER
4440 WEST BROADWAY
HAWTHORNE, CA 90250

[Tran Type Definitions](#)



Account Number: 15-19-001

March 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/1/2024	2/29/2024	RW	1748625	1709046	VANESSA ALFARO	-100,000.00
3/8/2024	3/7/2024	RW	1748825	1709248	VANESSA ALFARO	-300,000.00
3/13/2024	3/13/2024	RW	1748958	1709389	VANESSA ALFARO	-100,000.00
3/22/2024	3/21/2024	RD	1749250	1709671	VANESSA ALFARO	1,000,000.00

Account Summary

Total Deposit:	1,000,000.00	Beginning Balance:	9,485,510.76
Total Withdrawal:	-500,000.00	Ending Balance:	9,985,510.76

E-3

Attachment 3



PMIA/LAIF Performance Report as of 5/8/24



Quarterly Performance Quarter Ended 03/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.30
LAIF Earnings Ratio ⁽²⁾ :	0.00011755619077389
LAIF Administrative Cost ^{(1)*} :	0.27
LAIF Fair Value Factor ⁽¹⁾ :	0.994191267
PMIA Daily ⁽¹⁾ :	4.22
PMIA Quarter to Date ⁽¹⁾ :	4.12
PMIA Average Life ⁽¹⁾ :	226

PMIA Average Monthly Effective Yields⁽¹⁾

April	4.272
March	4.232
February	4.122
January	4.012
December	3.929
November	3.843

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 3/31/24 \$156.5 billion

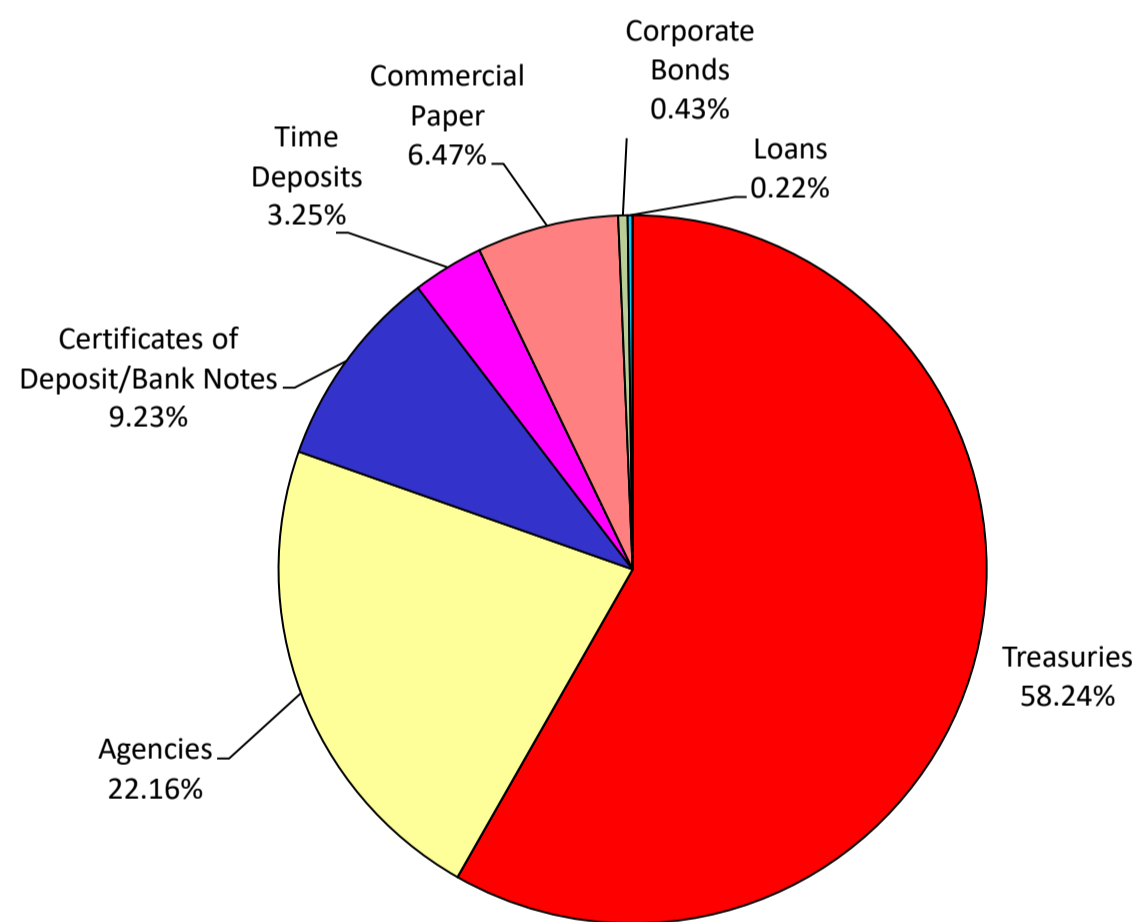


Chart does not include \$2,005,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

G-1

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

MARCH 19, 2024

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:06PM on Tuesday, March 19, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilmember Rodney Tanaka, City of Gardena
Councilmember David Lesser, City of Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department
Captain Christian Eichenlaud, Manhattan Beach

Absent: City Manager Clint Osorio City of Gardena

Also Present: Executive Director M. Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS CONSENT

1. Minutes from January 16, 2024 and March 5, 2024

APPROVE

2. Updated Publicly Available Pay Schedule

APPROVE AND ADOPT

3. Cash and Investments Report for December 31, 2023

RECEIVE AND FILE

4. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority's Section 115 Trust

APPROVE AND ADOPT RESOLUTION

MOTION: Councilmember Lesser moved to approve the Board of Directors Consent Calendar Items 1-4. The motion was seconded by Councilmember Monteiro and passed by a vote of 3-0.

E. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Resolution Adopting the Budget for Fiscal Year 2024-2025

APPROVE AND ADOPT RESOLUTION

Finance Manager Alfaro summarized the Fiscal Year 2024-2025 Budget Report and gave an overview of the Authority's revenues and expenses. She reported assessments are based on the cost allocation policy adopted by the Board of Directors updated in September 2022. This policy ties assessments as closely as possible to the services provided to its member and contract cities by utilizing key data. The assessments now include technical services division workload support charges. Manager Alfaro reviewed the Authority's Enterprise Fund Balance Projections and noted that the available balance after reserve allocations does not include the five (5) year Capital Improvement Plan (CIP) or new Computer Aided Dispatch (CAD) system.

Director Klun presented the Authority's Work Plan Objectives for fiscal year 2024-2025. He discussed recruitment and retention, the implementation of a new CAD system, succession planning, and customer service delivery.

Councilmember Lesser expressed concerns of the cost of the new CAD system. Director Klun stated that a new CAD system could range from 3.3 to 3.9 million. City Manager Moe inquired about an update with the five (5) year CIP. Director Klun noted that the CIP costs are primarily for the Authority's building.

MOTION: Councilmember Lesser moved to approve Resolution Adopting the Budget for Fiscal Year 2024-2025. The motion was seconded by Councilmember Monteiro and passed by a vote of 3-0.

2. Discuss Authority Governance and the Powers and Duties of the Board of Directors Pursuant to the Authority's Bylaws, and Consider Whether to Amend the Bylaws

PROVIDE DIRECTION

Councilmember Lesser requested that Authority's legal counsel research and report on best practices of Joint Power Authorities in terms of the appropriate role of the elected board. Councilmember Tanaka provided background on the history of the Authority (Executive & User Committee). Councilmember Monterio suggested that Authority staff and board meet to discuss matters concerning recruitment and retention. Legal counsel Petrusis was given direction to report back with a Special Meeting regarding this issue, tentatively scheduled for May 2024.

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from January 16, 2024, February 6, 2024, February 20, 2024, March 5, 2024 and March 11, 2024

APPROVE

2. Check Register – February 2024

RECEIVE AND FILE

3. Approval of a Change Purchase Order in the Amount of \$85,000 to Havis Incorporated for a Total Not-To-Exceed Amount of \$135,000 for Supplies and Equipment

APPROVE

4. Side Letter Agreement Amending the January 1, 2022 to June 30, 2025 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911

APPROVE

5. Side Letter Agreement Amending the January 1, 2022 to June 30, 2025 Memorandum of Understanding with the Communications Workers of America

APPROVE

MOTION: City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-5. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

H. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Director Klun provided a staffing update for the communications center and noted the average number of overtime hours per employee, which has shown a 10% reduction over the past few months. Hiring efforts have contributed to this decline. The six new operators hired in February completed their first month of training. Current staffing levels are at 88%, two applicants have received conditional job offers, and two applicants are in the background process. Director Klun reported that the Authority conducted a successful "welcome" event for new hires, has hired an outside Recruiting Agency on a trial part-time basis, and is utilizing message boards to recruit applicants. He also stated that the Authority is working on the implementation of a citizen engagement tool called PowerEngage by PowerDM. This service sends a customer service satisfaction survey to callers via text that allows them to provide feedback on their experience with the call-taker. The positive feedback will be shared with our dispatchers on a status board for everyone to view. The director expects this to be an important tool to help boost morale. The director will also inquire about survey services for the city of Manhattan Beach.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from January 16, 2024 and February 20, 2024
APPROVE

MOTION: Chief Johnson moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Saffell and passed by a vote of 3–0.

- K. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
None.

- L. **EXECUTIVE DIRECTOR’S REPORT**

Director Klun provided a report on staffing at the Authority. He stated that earlier this month the Authority hosted two citizens academy tours for El Segundo and Manhattan Beach which resulted in positive feedback. Director Klun reported that the technical implementation of PulsePoint was completed in early March. Staff is in the process of reviewing the software and setting up weekly status calls. The Authority has requested a designee from each of the three fire departments attend the weekly meetings. Based off of the initial CAD vendor scores and functionality from CAD proposals Versaterm and Central Square demonstrations are being scheduled to take place in the middle of April. Our fire and police stakeholders will have the opportunity to attend the CAD demonstrations.

Chief Lang mentioned he would like to have involvement in the CAD build-out specifically as it pertains to the fire department.

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

City Manager Moe expressed his gratitude to Director Klun for his service in the Authority.

- N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code section 54957(b)(1)
Title: Executive Director

The Executive Committee entered closed session at 2:40PM.

Closed session report by General Counsel Jennifer Petrusis: The Executive Committee met in closed session according to the description on the agenda, voted 3-0 to appoint John Krok as Acting Executive Director effective April 7, 2024.

- O. **ADJOURNMENT**

The meeting was adjourned at 2:55PM.

I-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 21, 2024

ITEM NUMBER: I – 1

TO: Board of Directors

FROM: John Krok, Acting Executive Director

SUBJECT: Amended Workplace Harassment Policy for all Authority Personnel

ATTACHMENTS:

1. Resolution No. _____
2. Draft Amended Workplace Harassment Policy
3. Redlined Policy Showing Changes From Current Workplace Harassment Policy, Issued January 12, 2009

RECOMMENDATION

Staff recommends that the Board of Directors adopt a resolution amending the Workplace Harassment Policy for all Authority personnel, which would supersede and amend the previous policy issued on January 12, 2019.

BACKGROUND AND DISCUSSION

In an ongoing effort to update the Authority's personnel-related policies, staff asked the Authority's General Counsel to review the current Workplace Harassment Policy and suggest any revisions in order to ensure that the Policy is in compliance with state and federal law, recent case law and reflects best practices.

Attached as Attachment No. 1 is the draft Resolution and attached as Attachment No. 2 is the draft amended Workplace Harassment Policy. Attachment No. 3 is a redlined version of the amended Policy that indicates how the current Policy was revised in order to update the Policy to bring it into compliance with state and federal law and recent case law and to reflect best practices.

FISCAL IMPACT

None.

I-1

Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING AN AMENDED WORKPLACE
HARASSMENT POLICY**

WHEREAS, Article IV, Section G of the South Bay Regional Public Communications Authority's Bylaws states that the Board of Directors shall make all policy decisions and determinations for the Authority.

WHEREAS, the Board of Directors desires to amend the Authority's current policy regarding Workplace Harassment for all Authority personnel.

WHEREAS, the Board of Directors desires that the previous Workplace Harassment Policy, issued January 12, 2009, be replaced and superseded by the amended policy that is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority:

SECTION 1. The Board of Directors adopts the amended Workplace Harassment Policy attached hereto as Exhibit A.

SECTION 2. The amended Workplace Harassment Policy attached hereto as Exhibit A becomes the effective Policy and supersedes any previous versions of the Policy, including the version that was issued on January 12, 2009.

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 21st day of May, 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rodney G. Tanaka, Chair
Board of Directors

John Krok, Acting Executive Director and
Secretary
Board of Directors

I-1

Attachment 2

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

DATE: May 21, 2024

TO: ALL PERSONNEL

SUBJECT: APM Section 3: Workplace Harassment

1. PURPOSE. It is the Authority's intent and the purpose of this Policy to provide all employees with an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined in this Policy. This Policy prohibits harassment or discrimination against employees on the basis of any of the following protected classifications: race, religion or creed, color, sex, gender expression or gender identity, sexual orientation, national origin, ancestry, citizenship status, military or veteran status, marital status, pregnancy status, reproductive health decision making, age (40 or older), medical condition, physical or mental disability (whether perceived or actual), or any other characteristic entitled to workplace protection under federal or State law. It is also the policy of the Authority to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination and harassment includes the protection from retaliation for opposing discrimination or harassment, complaining about discrimination or harassment, or participating in a legal or other proceeding (including an internal investigation) related to discrimination or harassment.
2. COVERED INDIVIDUALS. Pursuant to Government Code section 12940, the protection from discrimination extends to employees and job applicants only, whereas the protection from harassment extends to employees, applicants, unpaid interns, volunteers, and independent contractors providing services to the Authority. For ease of reference, the word "employee" shall be used throughout this policy to mean any individual legally entitled to protection.
3. POLICY. The Authority does not tolerate conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. A single act can violate this Policy and provide grounds for discipline, up to and including termination, or other appropriate sanctions. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct and seek guidance from a Supervisor or the Administrative Services Manager or Operations Manager.
4. DEFINITIONS.
 - a. Protected Classifications:

This Policy prohibits harassment or discrimination because of an employee's protected classification(s), or an employee's association with a member of a

protected classification. “Protected Classification” includes race, religion or creed, color, sex, gender identity or gender expression, sexual orientation, national origin, ancestry, citizenship status, military or veteran status, marital status, pregnancy status, reproductive health decision making, age (40 or older), medical condition, physical or mental disability (whether perceived or actual), or any other characteristic entitled to workplace protection under federal or State law.

b. Policy Coverage:

This Policy prohibits elected officials, officers, employees, volunteers, interns and contractors from harassing or discriminating against employees because of: (1) the employee’s protected classification; (2) the perception of an employee’s protected classification; or (3) the employee’s association with a person who has or is perceived to have a protected classification.

c. Discrimination:

This Policy prohibits treating employees adversely because of the employee’s protected classification.

d. Harassment:

Harassment means unwelcome words or conduct of a sexual nature, or which target a protected classification. Harassment includes, but is not limited to, the following examples of behavior:

1. Verbal harassment, such as epithets (nicknames and slang terms), derogatory or suggestive comments, propositioning, inappropriate or insulting jokes or slurs, including verbal commentaries about an individual’s body, or that target an employee because of the employee’s protected classification. Verbal harassment includes comments on appearance and stories that tend to disparage those of a protected classification.
2. Visual forms of harassment, such as derogatory posters, notices, bulletins, cartoons, drawings, sexually suggestive objects, or emails, on the basis of a protected classification.
3. Physical harassment, such as assault, touching, impeding or blocking movement, grabbing, patting, leering, making express or implied job-related threats in return for submission to physical acts, mimicking, taunting, or any physical interference with normal work or movement.
4. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or any of the above-described conduct when:

- a. Submission to such conduct is either an expressed or implied term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating a hostile, intimidating or offensive work environment.
- d. Harassing conduct may subject the offending person to individual liability.

5. ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN SUPERVISORS AND SUBORDINATES

Romantic or sexual relationships between supervisors and subordinate employees are discouraged. The relationship may create an appearance of impropriety and lead to charges of favoritism or hostile work environment by other employees. Additionally, a consensual relationship may change, with the result that conduct that was once welcome becomes unwelcome and harassing. If a supervisor enters into a romantic or sexual relationship with a subordinate employee, the supervisor is required to report the relationship to the Executive Director. Reasonable efforts will be made to adjust the supervisory structure so that the supervisor is no longer supervising the subordinate employee. In the event the supervisory structure cannot be changed, the Executive Director has the discretion to request that one of the involved employees resign from the Authority. If neither employee is willing to resign, the Executive Director may separate from employment the employee with the lesser amount of service time with the Authority.

6. RETALIATION. Retaliation against an employee who reports or provides information about harassment or discrimination is strictly prohibited. Any act of reprisal violates this Policy and may result in appropriate disciplinary action. Examples of actions that might be retaliation include: (1) singling the employee out for harsher treatment; (2) failing to hire, failing to promote, withholding pay increases, assigning more onerous work, demotion or discharge; or (3) real or implied threats of intimidation to prevent an employee from reporting harassment or discrimination.

Well-intentioned attempts to insulate or protect a complainant by changing the complainant's work environment, schedule or duties, or by transferring the complainant to another office, may be perceived as retaliatory. Before a supervisor takes such action, the supervisor should contact the Administrative Services Manager or the Operations Manager.

Any act of retaliation will be evaluated separately from the underlying harassment or discrimination complaint.

7. REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION. An employee who experiences harassment, discrimination, or retaliation in violation of this Policy should

report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly.

All employees involved in the complaint process may be represented by a person of their choosing and at their own expense.

a. Object to the Conduct

Sometimes an individual is unaware that the individual's conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is unwelcome and offensive and request that it be discontinued immediately. Employees who experience or witness offensive conduct or language are encouraged to use this process.

When the conduct in question continues after the offending person has been informed it is offensive, or if an employee does not feel comfortable talking to the offending person directly, the employee should make a report in accordance with Subsections (b), (c), or (d) below.

b. Oral Report

If an employee who believes that this Policy has been violated does not want to confront the offending person, the employee should report the conduct to a supervisor, or any Authority management employee. The employee may also seek the advice, assistance or consultation of a supervisor, or any Authority management employee. Any supervisory or management employee who receives such a report must, in turn, direct it to the Administrative Services Manager or Operations Manager, who will determine what level of investigation and response is necessary.

c. Written Process

An employee who believes this Policy has been violated may provide a written complaint to a supervisor or any management employee who, in turn, must direct the complaint to the Administrative Services Manager or Operations Manager. Individuals are encouraged to use a Confidential Complaint Form for this purpose.

d. Option to Report to Outside Administrative Agencies

Employees have the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD).

8. AUTHORITY'S RESPONSE TO COMPLAINT OF HARASSMENT, DISCRIMINATION OR RETALIATION.

a. Investigation

Upon receipt of a complaint of alleged harassment, discrimination or retaliation, the Administrative Services Manager or Operations Manager will be responsible for determining whether an investigation is the appropriate course of action, and for coordinating any such investigation (unless the Administrative Services Manager or Operations Manager is named in the complaint, in which case the Executive Director or designee will be the responsible person). The Administrative Services Manager or the Operations Manager may coordinate the investigation with the complainant's department head and may hire an outside investigator if appropriate. The type of investigation undertaken and the investigator chosen to conduct the investigation will depend on the nature of the complaint and will be determined by the Administrative Services Manager or the Operations Manager, who will report the status of the investigation to the Executive Director as appropriate.

The Administrative Services Manager or the Operations Manager, in concurrence with the Executive Director, may take interim action to diffuse volatile circumstances, such as placing the alleged offender on paid administrative leave, or temporarily transferring the alleged offender. The Authority will not take punitive action against the complainant based on a good faith complaint.

The investigator will review the complaint allegations in an objective manner and to the extent the Authority deems necessary. The investigation will normally include interviews with the complainant or reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the interview and that retaliation against those who report alleged violations of this Policy or who participate in the investigation is prohibited.

The Authority takes a proactive approach to potential Policy violations and will conduct an investigation if it becomes aware that harassment, discrimination or retaliation may be occurring, regardless of whether the target of the alleged action or a third party reports a potential violation.

b. Remedial and Disciplinary Action

If the investigation determines that the alleged conduct occurred and that the conduct violated this Policy, the Authority will notify the complainant and perpetrator of the general conclusion(s) of the investigation and take effective remedial action that is designed to end the violation(s). Any employee determined to have violated this Policy will be subject to disciplinary action, up to and including termination. Disciplinary action may also be taken against any supervisor or manager who condones or ignores potential violations of this Policy, or who otherwise fails to take appropriate action to enforce this Policy. Any independent contractor found to have violated this Policy may be subject to contract termination, with or without a formal investigation.

c. Closure

At the conclusion of the investigation, the Administrative Services Manager or the Operations Manager will notify the complainant whether the allegations were sustained, but may not be able to provide additional information, including what remedial action, if any, was taken.

d. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview during the course of the investigation, except as otherwise directed by a supervisor or the Administrative Services Manager or the Operations Manager. Any individual who discusses the content of an investigatory interview may be subject to discipline or other appropriate sanctions. This admonition is not to be interpreted in a way that would interfere with an employee's rights to engage in legally protected activity. The Authority will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

9. RESPONSIBILITIES OF EMPLOYEES, MANAGEMENT AND SUPERVISORY EMPLOYEES.

a. Employees

In order to establish and maintain a professional working environment and help prevent harassment, discrimination and retaliation, employees are expected to:

- Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive. People have different ethical values and standards and may be offended by behavior you think is proper. Tell the individual you did not realize your behavior was offensive and immediately cease the conduct.
- Let fellow employees know when you consider behavior offensive. The Authority hires people from a wide variety of backgrounds and an individual may not realize behavior could be seen by others as offensive.
- Report harassment, discrimination or retaliation as quickly as possible, whether you are the target of the conduct or a witness.
- If an employee witnesses' harassment, the employee should tell the individual being harassed that the Authority has a policy prohibiting such behavior.

- Maintain confidentiality as required by this Policy.
- Fully cooperate with the Authority's investigation of complaints made under this Policy.

b. Managers and Supervisors

In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

- Implementing this Policy by taking all good faith complaints seriously and modeling behavior that is consistent with this Policy. Direct all complaints to the Administrative Services Manager or the Operations Manager.
- Taking positive steps to eliminate any form of harassment, discrimination or retaliation observed or discovered.
- Making sure no department director, supervisor or other employee retaliates through any action of intimidation, restraint, coercion or discrimination.
- Monitoring the work environment and taking appropriate action to stop potential Policy violations.
- Following up with complainants to ensure the behavior complained of has ceased.
- Informing complainants of the option to contact the EEOC or CRD regarding a potential Policy violation.

10. MANDATORY TRAINING. As part of its commitment to ensuring a work environment free from harassment and discrimination, the Authority requires that all of its employees receive training on this Policy at least once every two years. The Administrative Services Manager or the Operations Manager will schedule multiple training sessions in the spring of each year to ensure that employees are able to schedule the mandatory training. Attendance at the training will be documented. This training may be combined with the harassment prevention training required under the Fair Employment and Housing Act, or it may be separate.

11. EEOC CONTACT INFORMATION

EEOC's National Contact Center (NCC) customer service representatives are available to assist you in more than 100 languages between 8:00 a.m. and 8:00 p.m. Eastern Time. An automated system with answers to frequently asked questions is available on a 24-hour basis. You can reach the NCC:

By mail:

U.S. Equal Employment Opportunity Commission

P.O. Box 7033
Lawrence, Kansas 66044

By phone:

1-800-669-4000

Local: (213) 785-3090

By email:

info@ask.eeoc.gov

EEOC Headquarters is located at:

U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

Los Angeles District Office: 255 East Temple Street, 4th Floor, Los Angeles, CA 90012

12. CRD CONTACT INFORMATION

Los Angeles Office: 320 West 4th Street, Suite 1000, 10th Floor, Los Angeles, CA 90013

Employment or Hate Violence:

1-800-884-1684

13. DISTRIBUTION.

All Personnel, Communications Workers of America
Business Agent, Teamsters Business Agent

14. APPROVED.

_____ Date _____
John Krok, Executive Director

I-1

Attachment 3

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

DATE: January 12th, ~~2009~~2024

TO: ALL PERSONNEL

SUBJECT: **APM Section 3: Workplace Harassment**

1. PURPOSE. It is the Authority's intent and the purpose of this Policy to provide all employees, ~~applicants and contractors~~ with an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined in this Policy. This Policy prohibits harassment or discrimination against employees on the basis of any of the following protected classifications: ~~an individual's~~ race, religion or creed, color, sex, gender expression or gender identity, sexual orientation ~~(including heterosexuality, homosexuality and bisexuality)~~, national origin, ancestry, citizenship status, ~~uniformed service member~~ military or veteran status, marital status, pregnancy status, reproductive health decisionmaking, age (40 or older), medical condition, ~~and~~ physical or mental disability (whether perceived or actual), or any other characteristic entitled to workplace protection under federal or State law. It is also the policy of the Authority to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination and harassment includes the protection from retaliation for opposing discrimination or harassment, complaining about discrimination or harassment for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in participating in a legal or other proceeding (including an internal investigation) to obtain a remedy for a breach of this policy related to discrimination or harassment.

1.2. COVERED INDIVIDUALS. Pursuant to Government Code section 12940, the protection from discrimination extends to employees and job applicants only, whereas the protection from harassment extends to employees, applicants, unpaid interns, volunteers, and independent contractors providing services to the Authority. For ease of reference, the word "employee" shall be used throughout this policy to mean any individual legally entitled to protection.

2.3. POLICY. The Authority ~~has zero tolerance for any~~ does not tolerate conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. ~~Instead, a~~ A single act can violate this Policy and provide grounds for discipline, up to and including termination, or other appropriate sanctions. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct and seek guidance from a Supervisor or the Administration Manager or Operations Manager.

3.4. DEFINITIONS.

a. Protected Classifications:

This Policy prohibits harassment or discrimination because of an individual's employee's protected classification(s), or an employee's association with a member of a protected classification. "Protected Classification" includes race, religion or creed, color, sex, gender identity or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member military or veteran status, marital status, pregnancy status, reproductive health decisionmaking, age (40 or older), medical condition, and physical or mental disability (whether perceived or actual), or any other characteristic entitled to workplace protection under federal or State law.

b. Policy Coverage:

This Policy prohibits elected officials, officers, employees, volunteers, interns and contractors from harassing or discriminating against applicants, officers, officials, employees and contractors because of: (1) of an individual the employee's protected classification; (2) of the perception of an individual's employee's protected classification; or (3) the individual employee's associations with a person who has or is perceived to have a protected classification.

c. Discrimination:

This Policy prohibits treating individuals employees differently adversely because of the individual's employee's protected classification as defined by this Policy.

d. Harassment:

Harassment means unsolicited-unwelcome words or conduct which subjectively and objectively offends another person of a sexual nature, or which target a protected classification. Harassment includes, but is not limited to, the following examples of behavior undertaken because of an individual's protected classification:

1. Verbal harassment, such as epithets (nicknames and sSlang terms), derogatory or suggestive comments, propositioning, excessive yelling, screaming or swearing, inappropriate or insulting jokes or slurs, including graphic verbal commentaries about an individual's body, or that identify target an person employee on the basis because of his or her the employee's protected classification. Verbal harassment includes comments on appearance and stories that tend to disparage those of a protected classification.
2. Visual forms of harassment, such as derogatory posters, notices, bulletins, cartoons, drawings, sexually suggestive objects, or emails, on the basis of a protected classification.

3. Physical harassment, such as assault, touching, impeding or blocking movement, grabbing, patting, leering, making express or implied job-related threats in return for submission to physical acts, mimicking, taunting, or any physical interference with normal work or movement.
4. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or any of the above-described conduct when:
 - a. Submission to such conduct is either an expressed or implied term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's-employee's work performance or creating a hostile, intimidating or offensive work environment.
 - d. ~~By definition, Harassing conduct may subject the offending person to individual liabilitysexual harassment is not within the course and scope of an individual's employment with the Authority.~~

4.5. ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN SUPERVISORS AND SUBORDINATES

Romantic or sexual relationships between supervisors and subordinate employees are ~~discouraged~~discouraged. ~~There is an inherent imbalance of power and potential for exploitation in such relationships.~~—The relationship may create an appearance of impropriety and lead to charges of favoritism or hostile work environment by other employees. Additionally, A-a welcome-consensual sexual relationship may change, with the result that ~~sexual~~ conduct that was once welcome becomes unwelcome and harassing. If a supervisor enters into a romantic or sexual relationship with a subordinate employee, the supervisor is required to report the relationship to the Executive Director. Reasonable efforts will be made to adjust the supervisory structure so that the supervisor is no longer supervising the subordinate employee. In the event the supervisor structure cannot be changed, the Executive Director has the discretion to request that one of the involved employees resign from the Authority. If neither employee is willing to resign, the Executive Director may separate from employment the employee with the lesser amount of service time with the Authority.

5.6. RETALIATION. Retaliation against ~~a person an employee (and his or her associates)~~ who reports or provides information about harassment or discrimination is strictly prohibited. Any act of reprisal violates this Policy and ~~will~~may result in appropriate disciplinary action. Examples of actions that might be retaliation ~~against a complainant, witness or other participant in the complaint process~~ include: (1) singling ~~a person~~the employee out for harsher treatment; ~~(2) lowering a performance evaluation;~~ ~~(23) failing to hire, failing to promote, withholding pay increases, assigning more onerous work, abolishing a position;~~

demotion or discharge; or (34) real or implied threats of intimidation to prevent an individual-employee from reporting harassment or discrimination.

Well-intentioned attempts to insulate or protect a complainant by changing his-or-her-the complainant's work environment, ~~or~~ schedule or duties, or by transferring the complainant to another office, may be perceived as retaliatory. Before a supervisor takes such action, the supervisor should contact the Administration Manager or the Operations Manager.

Any act of retaliation will be ~~treated as a separate and distinct incident~~ evaluated separately, regardless of the outcome ~~or~~ from the underlying harassment or discrimination complaint.

6.7. REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION. An applicant, employee, officer, official or contractor employee who experiences ~~feels he or she has been harassed~~ harassment, discriminated against or retaliated, or retaliation against in violation of this Policy should report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly.

All employees involved in the complaint process may be represented by a person of their choosing and at their own expense.

a. Object to the Conduct

Sometimes an individual is unaware that his/her-the individual's conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is unwelcome and offensive and request that it be discontinued immediately. ~~A person who believes he/she is being harassed is~~ Employees who experience or witness offensive conduct or language are encouraged to use this process.

When the conduct in question continues after the offending person has been informed it is offensive, or if an person-employee does not feel comfortable talking to the offending person directly, the employee should make a report in accordance with Subsections (2-b), (c), or (d) below ~~or go directly to the formal reporting process.~~

b. Oral Report

If an person-employee who believes that this Policy has been violated does not want to confront the offending person, he/she-the employee should report the conduct to a supervisor, or any Authority management employee. The individual employee may also seek the advice, assistance or consultation of a supervisor, or any Authority management employee. Any supervisory or management employee who receives such a report must, in turn, direct it to the Administration Manager or Operations Manager, who will determine what level of investigation and response is necessary.

c. Written Process

An ~~individual employee~~ who believes this Policy has been violated may provide a written complaint to a supervisor or any management employee who, in turn, must direct the complaint to the Administration Manager or Operations Manager. Individuals are encouraged to use a Confidential Complaint Form for this purpose.

d. Option to Report to Outside Administrative Agencies

~~Applicants, employees, officers, officials and contractors~~ Employees have the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California ~~Department of Fair Employment and Housing (DFEH)~~ Civil Rights Department (CRD).

7.8. AUTHORITY'S RESPONSE TO COMPLAINT OF HARASSMENT, DISCRIMINATION OR RETALIATION.

a. Investigation

Upon receipt of a complaint of alleged harassment, discrimination or retaliation, the Administration Manager or Operations Manager will be responsible for determining whether an investigation is the appropriate course of action, and for coordinating a thorough ~~any such~~ investigation (unless ~~he/she~~ the Administration Manager or Operations Manager is named in the complaint, in which case the Executive Director or designee will be the responsible person). The Administration Manager or the Operations Manager may coordinate the investigation with the complainant's department head and may hire an outside investigator if ~~the Authority deems~~ appropriate. The type of investigation undertaken and the ~~party~~ investigator chosen to conduct the investigation will depend on the nature of the complaint ~~made~~ and will be determined by the Administration Manager or the Operations Manager, who will report the status of investigations to the Executive Director as appropriate.

The Administration Manager or the Operations Manager, in concurrence with the Executive Director, may take interim action to diffuse volatile circumstances, such as placing the alleged ~~perpetrator-offender~~ on paid administrative leave, or temporarily transferring the alleged ~~perpetrator-offender~~. ~~Generally, no interim action should be taken to change the complaining individual's working conditions unless the complaining individual voluntarily consents to the temporary change~~ The Authority will not take punitive action against the complainant based on a good faith complaint.

The investigator will review the complaint allegations in an objective manner and to the extent that the Authority deems necessary. The investigation will normally include interviews with the complainant or reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the interview and that retaliation against those who report alleged

~~harassment~~ violations of this Policy or who participate in the investigation is prohibited.

The Authority takes a proactive approach to potential Policy violations and will conduct an investigation if ~~its officers, supervisors, or managers~~ become aware that harassment, discrimination or retaliation may be occurring, regardless of whether ~~or not~~ the recipient target of the alleged action or a third party reports a potential violation.

b. Remedial and Disciplinary Action

If the investigation determines that the alleged conduct occurred and that the conduct violated this Policy, the Authority will notify the complainant and perpetrator of the general conclusion(s) of the investigation and take effective remedial action that is designed to end the violation(s). Any employee ~~or officer~~ determined to have violated this Policy will be subject to disciplinary action, up to and including termination. Disciplinary action may also be taken against any ~~official,~~ supervisor or manager who condones or ignores potential violations of this Policy, or who otherwise fails to take appropriate action to enforce this Policy. Any ~~official or independent~~ contractor found to have violated this Policy will be subject to appropriate sanctions may be subject to contract termination, with or without a formal investigation.-

c. Closure

At the conclusion of the investigation, the Administration Manager or the Operations Manager will notify the complainant in general terms of the outcome of the investigation whether the allegations were sustained, but may not be able to provide additional information, including what remedial action, if any, was taken.

d. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints ~~made~~ under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview during the course of the investigation, except as otherwise directed by a supervisor or the Administration Manager or the Operations Manager. Any individual who discusses the content of an investigatory interview will may be subject to discipline or other appropriate sanctions. This admonition is not to be interpreted in a way that would interfere with an employee's rights to engage in legally protected activity. The Authority will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

8.9. RESPONSIBILITIES OF EMPLOYEES, MANAGEMENT AND SUPERVISORY EMPLOYEES.

a. Employees

In order to establish and maintain a professional working environment, ~~while at the same time and help~~ preventing harassment, discrimination and retaliation, employees are expected to:

- Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive. People have different ethical values and standards and may be offended by behavior you think is proper. Tell the individual you did not realize your behavior was offensive and immediately cease the conduct.
- Let fellow employees know when you consider behavior offensive. The Authority hires people from a wide variety of ~~cultural and ethnic~~ backgrounds and an individual may not realize behavior ~~he or she thinks is proper~~ could be seen by others as offensive.
- Report harassment, discrimination or retaliation as quickly as possible, whether ~~the employee is you are~~ the target of the conduct or a witness.
- If an employee witnesses harassment, ~~he or she~~ the employee should tell the individual being harassed that the Authority has a policy prohibiting such behavior ~~and that he or she can demand that the harasser cease the behavior.~~
- Maintain confidentiality as required by this Policy.
- Fully cooperate with the Authority's investigation of complaints made under this Policy.

b. Managers and Supervisors

In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

- Implementing this Policy by taking all good faith complaints seriously and modeling behavior that is consistent with this Policy. Direct all complaints to the Administration Manager or the Operations Manager.
- Taking positive steps to eliminate any form of harassment, discrimination or retaliation observed or ~~brought to his/her attention~~ discovered.
- Making sure no department director, supervisor or other employee retaliates through any action of intimidation, restraint, coercion or discrimination.
- Monitoring the work environment and taking appropriate action to stop potential Policy violations.

- Following up with ~~those who have complained~~complainants to ensure the behavior complained of has ceased.
- Informing complainants of their option to contact the EEOC or ~~DFEH CRD~~ regarding a potential Policy violation.

9.10. MANDATORY TRAINING. As part of its commitment to ensuring a work environment free from harassment and discrimination, the Authority requires that all of its employees receive training on this Policy at least once every two years. The Administration Manager or the Operations Manager will schedule multiple training sessions in the spring of each year to ensure that employees are able to schedule the mandatory training. Attendance at the training will be documented. This training may be combined with the harassment prevention training required under the Fair Employment and Housing Act, or it may be separate.

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By phone:

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U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

Los Angeles District Office: 255 East Temple Street, 4th Floor, Los Angeles, CA 90012

12. ~~DFEH~~ CRD CONTACT INFORMATION

~~44.~~ Los Angeles Office: 320 West 4th Street, Suite 1000, 10th Floor, Los Angeles, CA 90013

Employment/~~Public Accommodations~~ or Hate Violence:

1-800-884-1684

Housing:

~~1-800-233-3212 (within California)~~
~~1-510-622-2946 (outside California)~~

Hate Violence:

~~1-800-884-1684~~

~~12.13.~~ APPROVED. _____ Date ~~1-12-~~
09

~~Ralph Mailloux~~ John Krok, Executive Director

1-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 21, 2024

ITEM NUMBER: I - 2

TO: Board of Directors

FROM: John Krok, Acting Executive Director

SUBJECT: Amended Drug-Free Workplace Policy for Communications and Technical Services Personnel

ATTACHMENTS:

1. Resolution No. _____
2. Draft Amended Drug-Free Workplace Policy
3. Redlined Policy Showing Changes From Current Drug-Free Workplace Policy, Issued May 23, 2019

RECOMMENDATION

Staff recommends that the Board of Directors adopt a resolution amending the Drug-Free Workplace Policy for all Authority personnel, which would supersede and amend the previous policy issued on May 23, 2019.

BACKGROUND AND DISCUSSION

In an ongoing effort to update the Authority's personnel-related policies, staff asked the Authority's General Counsel to review the current Drug-Free Workplace Policy and suggest any revisions in order to ensure that the Policy is in compliance with state and federal law, recent case law and reflects best practices.

Attached as Attachment No. 1 is the draft Resolution and attached as Attachment No. 2 is the draft amended Drug-Free Workplace Policy. Attachment No. 3 is a redlined version of the amended Policy that indicates how the current Policy was revised in order to update the Policy to bring it into compliance with state and federal law and recent case law and to reflect best practices.

FISCAL IMPACT

None.

I-2

Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING AN AMENDED DRUG-FREE
WORKPLACE POLICY**

WHEREAS, Article IV, Section G of the South Bay Regional Public Communications Authority's Bylaws states that the Board of Directors shall make all policy decisions and determinations for the Authority.

WHEREAS, the Board of Directors desires to amend the Authority's current Drug-Free Workplace Policy for all Authority personnel.

WHEREAS, the Board of Directors desires that the previous Drug-Free Workplace Policy, issued May 23, 2019, be replaced and superseded by the amended policy that is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority:

SECTION 1. The Board of Directors adopts the amended Drug-Free Workplace Policy attached hereto as Exhibit A.

SECTION 2. The amended Drug-Free Workplace Policy attached hereto as Exhibit A becomes the effective Policy and supersedes any previous versions of the Policy, including the version that was issued on May 23, 2019.

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 21st day of May, 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rodney G. Tanaka, Chair
Board of Directors

John Krok, Acting Executive Director and
Secretary
Board of Directors

I-2

Attachment 2

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

DATE: May 21, 2024

TO: ALL PERSONNEL

SUBJECT: APM SECTION 46: DRUG-FREE WORKPLACE POLICY

1. **BACKGROUND.** The South Bay Regional Public Communications Authority (Authority) intends to provide a drug and alcohol-free workplace for all employees. With this in mind, the purpose of this policy is to promote a drug and alcohol-free workplace and to avoid and/or to eliminate substance abuse and its effects in the workplace.
2. **POLICY.** The manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance (other than those legally prescribed to the employee, and taken as prescribed) is prohibited in Authority workplaces, wherever Authority business is performed, and whenever an Authority employee is on duty, including any breaks within their workday.

An Authority employee is prohibited from working or being subject to call-in if impaired by alcohol or any controlled substance.

An employee must notify his/her supervisor before beginning work when taking medications or drugs (including those legally prescribed) which could interfere with the safe and effective performance of duties or operation of Authority equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the Authority may require medical clearance or suspend the employee's duties as necessary to ensure safe operations. An employee who notifies his/her supervisor of taking legally prescribed medication will not be subjected to punitive action on the basis of the employee's medical condition, and the Authority will follow all processes required of it by the ADA and FEHA in working with the employee to determine whether any work restrictions can be accommodated.

Compliance with this policy is a condition of Authority employment. Disciplinary action, up to and including termination, will be taken against those who violate this policy.

This policy applies to all Authority employees when they are on Authority property, or when performing Authority-related business elsewhere.

3. **SEARCHES.** In order to promote a safe, productive, and efficient workplace, the Authority has the right to search and to inspect all Authority property, including but not limited to lockers, storage areas, furniture, Authority vehicles, and other places under the common control of the Authority, or joint control of the Authority and employees in accordance

with applicable laws. Employees shall have no expectation of privacy in any Authority building, property, or communications system area in accordance with applicable laws.

The subject employee shall be notified prior to the commencement of a search and/or inspection conducted by the Authority. Such search and/or inspection will involve two representatives of the Authority. One representative will conduct the search and/or inspection and the other will observe and document the process.

4. DRUG AND ALCOHOL TESTING. Except as provided otherwise in a memorandum of understanding, the Authority has discretion to test a current employee for alcohol or drugs in the following instances:

- a. Reasonable Suspicion Testing

The Authority shall have the discretion to require a blood test, urinalysis, or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. Testing must be approved by the Executive Director or designee. The Authority will ensure that all testing is conducted in compliance with the California Fair Employment and Housing Act, which prohibits employers from considering the presence of nonpsychoactive cannabis metabolites in the results of a drug-screening test. This provision does not impact the Authority's ability to take disciplinary action against an employee who uses or is under the influence of cannabis while onsite or on the job.

"Reasonable suspicion" is based on objective factors, such as behavior, speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work. "Reasonable suspicion" is not mere speculation or guesswork, and should be supported by more than just behavioral issues such as tardiness or a decline in performance quality. In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Executive Director or designee. If there is a reasonable suspicion of drug or alcohol use at work, the employee will be relieved from duty and placed on administrative leave until the test results are received.

5. EMPLOYEE'S RESPONSIBILITIES.

An Authority employee must:

- a. Not report to work while his or her ability to perform job duties is impaired due to on or off-duty alcohol or drug use;
- b. Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription or taken except as authorized by the employee's medical provider) or alcohol at any time while on Authority property, or while on duty for the Authority at any location;

- c. Not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense alcohol to any employee while either or both are on duty;
- d. Notify his or her supervisor, prior to beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of Authority equipment;
- e. Notify the Administrative Services Manager of any drug-related criminal conviction within no more than five days after such conviction has occurred;
- f. Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;
- g. Consent to drug or alcohol testing and searches pursuant to this policy; and
- h. Follow the Authority's drug and alcohol-free workplace policy.

6. MANAGEMENT EMPLOYEE RESPONSIBILITIES.

Authority management employees must:

- a. Notify the state or federal granting agency which has funded the work or program, if any, of any criminal drug statute convictions for a violation that occurred at a site where work is/was being done with a specific grant or contract;
- b. Record factors supporting "reasonable suspicion" as defined above and consult with other management staff in order to determine whether there is reasonable suspicion to test an employee as described by this policy;
- c. Take appropriate disciplinary action, up to and including termination, for any criminal drug statute conviction that has a nexus to the employee's employment, or require that the convicted employee participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition for returning to duty;
- d. Take appropriate disciplinary action for any violation of this policy consistent with existing discipline procedures;
- e. Enforce this policy; and
- f. Report any suspected violation of this policy to the Executive Director.

Any manager or supervisor who knowingly permits a violation of this policy by any employee shall be subject to disciplinary action.

7. DRUG-FREE AWARENESS PROGRAM.

The Authority's drug-free awareness program shall include the following:

- a. Notification to each Authority employee regarding the availability of counseling and treatment of drug-related problems through the Authority's Employee Assistance Program; and
 - b. Distribution of a brochure on the dangers of drug abuse to each Authority employee.
8. DISTRIBUTION. All Personnel, Communications Workers of America
Business Agent, Teamsters Business Agent
9. APPROVED BY: _____
John Krok, Acting Executive Director

I-2

Attachment 3

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

DATE: ____, 2024

TO: ALL PERSONNEL

SUBJECT: APM SECTION 46: DRUG-FREE WORKPLACE POLICY

1. BACKGROUND. The South Bay Regional Public Communications Authority (Authority) intends to provide a drug and alcohol-free workplace for all employees. With this in mind, the purpose of this policy is to promote a drug and alcohol-free workplace and to avoid and/or to eliminate substance abuse and its effects in the workplace.

2. POLICY. The manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance (other than those legally prescribed to the employee, and taken as prescribed) is prohibited in ~~both~~ Authority workplaces, ~~and~~ wherever Authority business is performed, and whenever an Authority employee is on duty, including any breaks within their workday.

An Authority employee is prohibited from working or being subject to call-in if impaired by alcohol or any controlled substance.

An employee must notify his/her supervisor before beginning work when taking medications or drugs (including those legally prescribed) which could interfere with the safe and effective performance of duties or operation of Authority equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the Authority may require medical clearance or suspend the employee's duties as necessary to ensure safe operations. An employee who notifies his/her supervisor of taking legally prescribed medication will not be subjected to punitive action on the basis of the employee's medical condition, and the Authority will follow all processes required of it by the ADA and FEHA in working with the employee to determine whether any work restrictions can be accommodated.

Compliance with this policy is a condition of Authority employment. Disciplinary action, up to and including termination, will be taken against those who violate this policy.

This policy applies to all Authority employees when they are on Authority property, or when performing Authority-related business elsewhere.

3. SEARCHES. In order to promote a safe, productive, and efficient workplace, the Authority has the right to search and to inspect all Authority property, including but not limited to lockers, storage areas, furniture, Authority vehicles, and other places under the common control of the Authority, or joint control of the Authority and employees in accordance

with applicable laws. Employees shall have no expectation of privacy in any Authority building, property, or communications system area in accordance with applicable laws.

The subject employee shall be notified prior to the commencement of a search and/or inspection conducted by the Authority. Such search and/or inspection will involve two representatives of the Authority. One representative will conduct the search and/or inspection and the other will observe and document the process.

4. DRUG AND ALCOHOL TESTING. Except as provided otherwise in a memorandum of understanding, the Authority has discretion to test a current employee for alcohol or drugs in the following instances:

- a. Reasonable Suspicion Testing

The Authority shall have the discretion to require a blood test, urinalysis, or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. Testing must be approved by the Executive Director or designee. The Authority will ensure that all testing is conducted in compliance with the California Fair Employment and Housing Act, which prohibits employers from considering the presence of nonpsychoactive cannabis metabolites in the results of a drug-screening test. This provision does not impact the Authority's ability to take disciplinary action against an employee who uses or is under the influence of cannabis while onsite or on the job.

"Reasonable suspicion" is based on objective factors, such as behavior, speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work. "Reasonable suspicion" is not mere speculation or guesswork, and should be supported by more than just behavioral issues such as tardiness or a decline in performance quality. In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Executive Director or designee. If there is a reasonable suspicion of drug or alcohol abuse at work, the employee will be relieved from duty and placed on administrative leave until the test results are received.

- ~~b. Post Accident Testing~~

~~The Authority shall have the discretion to require alcohol or drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident or violation, provided that the "reasonable suspicion" factors described above are present.~~

5. EMPLOYEE'S RESPONSIBILITIES.

An Authority employee must:

- a. Not report to work while his or her ability to perform job duties is impaired due to on or off-duty alcohol or drug use;

- b. Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription or taken except as authorized by the employee's medical provider) ~~at any time~~ or alcohol at any time while on Authority property, or while on duty for the Authority at any location;
- c. Not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense alcohol to any employee while either or both are on duty;
- d. Notify his or her supervisor, prior to beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of Authority equipment;
- e. Notify the Administrative Services Manager of any drug-related criminal conviction ~~or a drug violation that has occurred~~ within no more than five days after such conviction has occurred;
- f. Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;
- g. Consent to drug or alcohol testing and searches pursuant to this policy; and
- h. Follow the Authority's drug and alcohol-free workplace policy.

6. MANAGEMENT EMPLOYEE RESPONSIBILITIES.

Authority management employees must:

- a. Notify the state or federal granting agency which has funded the work or program, if any, of any criminal drug statute convictions for a violation that occurred at a site where work is/was being done with a specific grant or contract;
- b. Record factors supporting "reasonable suspicion" as defined above and consult with other management staff in order to determine whether there is reasonable suspicion to test an employee as described by this policy;
- c. Take appropriate disciplinary action, up to and including termination, for any criminal drug statute conviction that has a nexus to the employee's employment, or require that the convicted employee participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition for returning to duty;
- d. Take appropriate disciplinary action for any violation of this policy consistent with existing discipline procedures;
- e. Enforce this policy; and

f. Report any suspected violation of this policy to the Executive Director.

Any manager or supervisor who knowingly permits a violation of this policy by any employee shall be subject to disciplinary action.

7. DRUG-FREE AWARENESS PROGRAM.

The Authority's drug-free awareness program shall include the following:

- a. Notification to each Authority employee regarding the availability of counseling and treatment of drug-related problems through the Authority's Employee Assistance Program; and
- b. Distribution of a brochure on the dangers of drug abuse to each Authority employee.

8. DISTRIBUTION. All Personnel, Communications Workers of America
Business Agent, Teamsters Business Agent

9. PROPONENT. Acting Executive Director, ~~Erick B. Lee~~ John Krok

10. RECOMMENDED BY:
~~John Krok, Administrative Services~~
Manger

11. REVIEWED BY:
Shannon Kauffman, Operations Manger

12. APPROVED BY:
~~Erick B. Lee~~ John Krok, Acting Executive Director

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 21, 2024

ITEM NUMBER: I - 3

TO: Board of Directors

FROM: John Krok, Acting Executive Director

SUBJECT: Amended Uniform/Appearance Policy for Communications and Technical Services Personnel

ATTACHMENTS:

1. Resolution No. _____
2. Draft Amended Uniform/Appearance Policy
3. Redlined Policy Showing Changes From Current Uniform/Appearance Policy, Issued May 8, 2023

RECOMMENDATION

Staff recommends that the Board of Directors adopt a resolution amending the Uniform/Appearance Policy for Communications and Technical Services Personnel, which would supersede and amend the previous policy issued on May 8, 2023.

BACKGROUND AND DISCUSSION

The current Uniform/Appearance Policy for Communications and Technical Services Personnel requires, among other things, that those employees wear a formal uniform during every shift except in rare occasions. Staff believes allowing these employees to wear a more casual and relaxed uniform, except in those instances during which there is a tour group or a visit from other agency personnel or dignitaries, would improve employee morale and retention and would be greatly appreciated by those employees.

Attached as Attachment No. 1 is the draft Resolution and attached as Attachment No. 2 is the draft amended Uniform/Appearance Policy that would permit Communications and Technical Services Personnel to wear a more casual and relaxed uniform that includes: blue jeans (ankle length, hemmed and without distressing); Authority-issued t-shirts and polo shirts; Authority-issued sweatshirts and hoodies; Authority-issued hats; and tennis shoes and sneakers. The Executive Director (or Acting Executive Director) will have the sole discretion to instruct personnel to dress more formally on certain days when, for example, there is a tour group or visit from dignitaries scheduled to occur at the Authority's facility.

The draft amended Policy also contains a new section to address body art (e.g., tattoos) to provide clarity on which body art must remain covered at all times. Finally, the draft amended Policy also reflects changes made by General Counsel to bring the Policy into compliance with state and federal law and recent case law.

FISCAL IMPACT

None.

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Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING AN AMENDED
UNIFORM/APPEARANCE POLICY**

WHEREAS, Article IV, Section G of the South Bay Regional Public Communications Authority's Bylaws states that the Board of Directors shall make all policy decisions and determinations for the Authority.

WHEREAS, the Board of Directors desires to amend the Authority's current Uniform/Appearance Policy for Communications and Technical Services Personnel.

WHEREAS, the Board of Directors desires that the previous Uniform/Appearance Policy, issued May 8, 2023, be replaced and superseded by the amended policy that is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority:

SECTION 1. The Board of Directors adopts the amended Uniform/Appearance Policy attached hereto as Exhibit A.

SECTION 2. The amended Uniform/Appearance Policy attached hereto as Exhibit A becomes the effective Policy and supersedes any previous versions of the Policy, including the version that was issued on May 8, 2023.

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 21st day of May, 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rodney G. Tanaka, Chair
Board of Directors

John Krok, Acting Executive Director and
Secretary
Board of Directors

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Attachment 2

TO: Communications and Technical Services Personnel
FROM: John Krok
DATE: _____, 2024
SUBJECT: APM Section 27: Uniform/Appearance Policy

1. Background

This policy establishes uniform and appearance regulations for the South Bay Regional Public Communications Authority's Communications and Technical Services Personnel (referred to herein as "Personnel"). This policy replaces and supersedes the prior policy, issued on May 8, 2023.

2. Policy

A. All Personnel must comply with this Policy. If accommodations are required due to religious or medical restrictions (including pregnancy), the employee must contact the Administrative Services Manager to request an accommodation. The Authority may request documentation to support a request for accommodation.

B. Unless otherwise instructed by the Executive Director, Personnel may dress casually. Acceptable casual dress means: blue jeans or navy slacks; tennis shoes or sneakers; Authority-issued t-shirts/polos; Authority-issued sweatshirts/hoodies; and Authority-issued hats. Jeans shall be medium to dark blue in color without distressing, ankle length, and hemmed.

C. At the sole discretion of the Executive Director, Personnel may be instructed at any time to dress more formally. More formal dress means:

i. Uniform Shirt. Authority-issued uniform shirts shall be dark blue or black, with short or long sleeves and Authority insignia. All buttons, except the collar button, shall be kept buttoned. Only shirts with an altered finished hem may be worn outside the pants. If the shirt does not have an altered finished hem, it must be tucked inside the pants. A black crew neck undershirt may be visible under the uniform shirt.

ii. Uniform Pant. Authority-issued uniform pants shall be dark blue or black, with a finished hem. Technical Services personnel may wear Authority-issued black uniform shorts.

iii. Belts. Belts shall be of leather-like material, one and one-half inches wide, and black with a silver buckle. Previously-issued belts with a Velcro closure are acceptable until a replacement belt is needed. Replacement belts shall comply with the new guideline.

iv. Shoes. Shoes, including the soles, must be black with plain rounded toe, covered heel, and no ornamentation. Black tennis shoes or boots that adhere to these guidelines are acceptable. Shoes must be kept clean and in proper repair.

v. Socks. Black crew-length socks shall be worn with uniform pants.

vi. Jackets. Only Authority-issued jackets are allowed. Jackets will include the Authority logo and employee's last name. Jackets shall be worn while the employee is in transit to or from work while dressed in uniform or on personal business while dressed in uniform. One jacket will be issued every five years.

vii. Jewelry. Uniformed employees shall not wear conspicuous rings. With the exception of any specifically authorized jewelry, jewelry or personal ornaments shall not be affixed to any part of the uniform.

viii. Identification Card. When on duty, Personnel are required to have an Authority-issued identification card in their possession.

3. Maintenance of Uniform

i. Personnel are responsible for maintaining their uniforms in a clean, presentable, and serviceable condition. Uniforms shall be neatly ironed or pressed.

ii. The MOU governs uniform cycle and replacement.

iii. Personnel who damage a uniform or uniform equipment in the course of their duties for the Authority shall be issued a replacement at no cost to the employee. The employee shall submit a written report of any damage to the shift supervisor as soon as possible after the incident. The report shall contain a detailed description of the incident and how the damage occurred, and shall be signed by the employee. The supervisor shall forward the report to Management for review. The Authority reserves the right to discipline employees who lose or carelessly damage items issued to them.

4. Personal Appearance

i. Employees shall be neat and clean while on duty in accordance to policy and applicable law.

ii. Hair shall be neat, clean, well-groomed, and properly trimmed, in a work-appropriate color and style. Any hair ornaments shall be dark blue or black.

iii. Mustaches shall be neatly trimmed and shall not extend further than one half inch below the bottom edge of the mouth. The ends of the mustache may not be waxed or twisted.

iv. Goatees and beards must be neatly trimmed, and shall not extend past the jaw line.

v. Sideburns shall not extend beyond the bottom of the earlobe.

vi. Personnel shall not wear jewelry or hair ornaments that are distracting, ostentatious, or involves a message that would violate the Authority's policy on harassment or discrimination. No jewelry is permitted on the eyebrows, lips, tongue, or elsewhere on the face other than nose or ears. A small nose stud is permitted. Earrings must be only a small stud or hoop.

5. Body Art

Body art is defined as an art form in which a person's body is the medium and includes tattoos, scarification, and/or branding. Tattoo is defined as the act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigments. Scarification is defined as the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art. Branding is defined as the act of intentional burning of the skin for the purpose of creating a design, form, figure, or art.

The following body art must remain covered at all times:

- i. The body art is of a sexually graphic and/or explicit nature;
- ii. The body art depicts, advocates or symbolizes gender, racial, religious, ethnic or national origin discrimination, or discrimination based on any protected class as defined by California or federal law;
- iii. The body art indicates, denotes, or advocates membership in any gang affiliation, criminal enterprise, and/or any group which espouses racial supremacy, advocates violence, degrades any section of society, and/or symbolizes, depicts, or advocates illegal drug use.
- iv. The body art depicts, symbolizes, or advocates the violent overthrow of the State of California or federal government, and/or violence against the State of California or federal government or any division thereof.
- v. The body art violates the Authority's policies against harassment and discrimination.

6. Enforcement

The Executive Director has the sole authority and discretion to enforce this policy.

7. Discipline

Violations of this Uniform/Appearance Policy within a 12-month period shall be subject to progressive discipline.

8. Distribution

Executive Director, Operations Manager, Administrative Services Manager, Communications Supervisors, Communications Operators, Communications Specialists, Teamsters Business Agent, Communications Workers of America Business Agent.

9. Proponent

Administrative Services Manager.

10. Approved

John Krok, Acting Executive Director

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Attachment 3

~~SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS~~

~~AUTHORITY MEMORANDUM~~

~~DATE: Revised May 8th, 2023~~

~~TO: COMMUNICATIONS AND TECHNICAL SERVICES PERSONNEL~~ TO: Communications and Technical Services Personnel
~~FROM: John Krok~~ FROM: John Krok
~~DATE: _____, 2024~~ DATE: _____, 2024
~~SUBJECT: APM Section 27: UNIFORM/APPEARANCE-~~
~~POLICY~~ Uniform/Appearance Policy

~~1. BACKGROUND~~

1. Background

This policy ~~is to establish~~ establishes uniform and appearance regulations for the South Bay ~~Regional~~ Regional Public Communications Authority's ~~Communications Supervisors, Communications Operators, and Technical Services employees.~~ These personnel are unique in that they are not directly subject to public scrutiny but often encounter tour groups of various types, personnel visits from other agencies, foreign visitors, city dignitaries and inter-departmental personnel.

~~2. POLICY~~

~~A. Smartness of appearance includes cleanliness and neatness of dress as well as a uniform method of wearing clothing. It should be the concern of all personnel to address uniform and personal appearance with a sense of pride.~~

~~B. All personnel should adhere to the guidelines outlined in this policy.~~ Personnel (referred to herein as "Personnel"). This policy replaces and supersedes the prior policy, issued on May 8, 2023.

2. Policy

A. All Personnel must comply with this Policy. If accommodations are required due to religious or medical restrictions (including pregnancy), the employee must contact the Administrative Services Manager to request an accommodation. The Authority may request documentation to support a request for accommodation.

~~B. Only uniforms and equipment furnished/authorized by the South Bay Regional Public Communications Authority shall be worn.~~ Unless otherwise instructed by the Executive Director, Personnel may dress casually. Acceptable casual dress means: blue jeans or navy slacks; tennis shoes or sneakers; Authority-issued t-shirts/polos; Authority-issued sweatshirts/hoodies; and Authority-issued hats. Jeans shall be medium to dark blue in color without distressing, ankle length, and hemmed.

3. SPECIFICATIONS

C. At the sole discretion of the Executive Director, Personnel may be instructed at any time to dress more formally. More formal dress means:

A. Uniform Shirt. Authority -issued uniform ~~shirts~~ shirts shall be dark blue or black ~~in color~~, with short or ~~long~~ long sleeves and ~~designated~~ Authority ~~insignias~~ insignia. ~~All~~ All buttons, except the collar button, shall be kept buttoned. Only shirts with an ~~altered~~ altered finished hem ~~shall~~ may be worn outside the pants. If the shirt does not have an altered finished hem, it must be tucked ~~inside~~ inside the pants. A black crew neck ~~type~~ undershirt ~~is permitted~~ to may be visible under the uniform shirt.

B. Uniform Pant. Authority -issued uniform pants shall be dark blue or black ~~in color~~, with a finished hem. Technical ~~services~~ Services personnel may wear Authority- issued black uniform shorts.

C. Belt

Belts. Belts shall be of leather -like material, one and ~~one-half~~ one-half inches wide, and black ~~in color~~ with a silver buckle. ~~The~~ Previously-issued ~~belt~~ belts with a Velcro closure ~~is~~

~~are~~ acceptable until a replacement belt is needed. ~~New~~Replacement belts ~~must follow the above guidelines~~shall comply with the new guideline.)

v. ~~D.~~Shoes. Shoes, including the soles, ~~shall~~must be black ~~in color~~ with plain rounded toe, covered heel, and no ornamentation. Black tennis shoes ~~adhering or boots that adhere to the above these~~ guidelines ~~shall be~~are acceptable. ~~Boots with a flat heel that meet above guidelines shall be optional.~~ Shoes ~~and boots shall~~must be kept clean, ~~and~~and in proper repair ~~and good appearance.~~

v. ~~E.~~Socks. Black crew ~~length~~ socks shall be worn with uniform pants.

v. ~~F.~~Jackets. Only Authority ~~issued~~ jackets are allowed. Jackets will include the Authority logo and employee's last name ~~and logo~~. Jackets shall be worn ~~as a cover~~ while the employee is in transit to or from work, while dressed in uniform or on personal business while dressed in uniform. One jacket will be issued every five years.

vi. ~~G.~~Jewelry. Uniformed employees shall not wear conspicuous rings. With the exception of any specifically authorized ~~by this chapter~~jewelry, jewelry or personal ornaments shall not be affixed to any part of the uniform ~~or equipment.~~

vii. ~~H.~~Identification Card. When on duty, ~~all personnel~~Personnel are required to have an ~~SBRPCA~~Authority-issued identification card in their possession.

4. MAINTENANCE OF UNIFORM

3. Maintenance of Uniform

i. ~~A.~~All personnelPersonnel are responsible for maintaining their uniforms ~~and equipment~~ in a clean, presentable, and serviceable condition ~~at all times.~~ Uniforms shall be neatly ironed or pressed.

ii. ~~B.~~Refer toThe MOU ~~for~~governs uniform cycle and replacement.

iii. ~~C.~~ Personnel who damage a uniform or uniform equipment ~~as a result of action taken~~ in the course of performing his/hertheir duties for the Authority shall be ~~provided~~issued a replacement at ~~the no~~ cost ~~of to~~ the Authority. ~~A~~employee. The employee shall submit a written report of ~~the any~~ damage ~~shall be submitted~~ to the shift supervisor as soon as possible after the incident. The report shall contain a detailed description of the incident and how the damage occurred, and ~~it~~ shall be signed by the employee. The supervisor ~~will~~shall forward the report to Management for review. The Authority ~~shall not be responsible for replacement of items that are lost. The employee shall replace any uniform article damaged or worn out by carelessness.~~

5. BEARING OF THE UNIFORM

~~A. Communications and Technical Services personnel shall wear the uniform~~

during all tours of duty except:

~~1. When participating in a South Bay Regional Public Communications Authority scheduled ride-along.~~

~~2. When attending events, where wearing of civilian attire is considered to be more suitable for the occasion (court appearances, etc.)~~

~~3. When so directed by Management.~~

~~4. The Authority will issue maternity uniforms when wearing of the regulation uniform is no longer possible. Management can approve personal maternity attire not issued by the Authority. reserves the right to discipline employees who lose or carelessly damage items issued to them.~~

4. ~~6. PERSONAL APPEARANCE~~ Personal Appearance

i. ~~A. Employees shall be neat and clean at all times while on duty and shall ensure that their personal appearance conforms with the following: in accordance to policy and applicable law.~~

~~1. Female Employees~~

ii. ~~a. Hair shall be neat, clean, well groomed, and properly trimmed. It shall be of a reasonable, in a work-appropriate color and style. Hair adornments Any hair ornaments shall be kept simple and black or navy dark blue in color.~~

~~2. Male Employees~~

~~a. Hair shall be neat, clean, properly trimmed, and of a style that is socially acceptable with contemporary standards. Hair shall not be of a length that covers any portion of the ears or extend below the upper portion of the uniform shirt collar. Ponytails are not acceptable or black.~~

iii. ~~b. Mustaches shall be neatly trimmed and shall not extend further than one half inch below the bottom edge of the mouth. Thickness shall not be more than one quarter of an inch in depth and shall not appear bushy. The ends of the mustache may not be waxed or twisted.~~

iv. ~~c. Goatees or and beards shall must be neatly trimmed. The thickness shall not be more than one quarter of an inch in depth or length, and shall not extend past the jaw line. Except for the areas of facial growth permitted by this procedure, all employees shall be clean-shaven. Final determination of acceptable appearance remains at the sole discretion of the Executive Director.~~

v. ~~d. Sideburns shall not extend below beyond the bottom of the ear-lobe. They shall be neatly trimmed so as to not cover the ears or extend toward the mouth in a "mutton chops" fashion. They shall end in a distinct horizontal line. earlobe.~~

vi. ~~B. Excessive jewelry, make-up, and hair ornaments shall not be~~

~~permitted. Employees~~ Personnel shall not wear ~~items of~~ jewelry or hair ornaments that are distracting, ostentatious, or ~~offensive while on duty. There shall be no eyebrow, lip or tongue ornamentation. Small~~ involves a message that would violate the Authority's policy on harassment or discrimination. No jewelry is permitted on the eyebrows, lips, tongue, or elsewhere on the face other than nose or ears. A small nose stud for nose is permitted. Any earrings worn shall Earrings must be only a small stud or small hoop style.

~~C. Final determination with regard to any aspect of, or deviation from, this policy remains.~~

5. Body Art

Body art is defined as an art form in which a person's body is the medium and includes tattoos, scarification, and/or branding. Tattoo is defined as the act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigments. Scarification is defined as the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art. Branding is defined as the act of intentional burning of the skin for the purpose of creating a design, form, figure, or art.

The following body art must remain covered at all times:

- i. The body art is of a sexually graphic and/or explicit nature;
- ii. The body art depicts, advocates or symbolizes gender, racial, religious, ethnic or national origin discrimination, or discrimination based on any protected class as defined by California or federal law;
- iii. The body art indicates, denotes, or advocates membership in any gang affiliation, criminal enterprise, and/or any group which espouses racial supremacy, advocates violence, degrades any section of society, and/or symbolizes, depicts, or advocates illegal drug use.
- iv. The body art depicts, symbolizes, or advocates the violent overthrow of the State of California or federal government, and/or violence against the State of California or federal government or any division thereof.
- v. The body art violates the Authority's policies against harassment and discrimination.

6. Enforcement

The Executive Director has the sole authority and discretion ~~of the Executive Director~~ to enforce this policy.

7. ~~DISCIPLINE~~ Discipline

Violations of this Uniform/Appearance Policy within a 12-month period shall be ~~as follows:~~

~~First Offense: Documented~~

~~Reminder Second Offense: Oral~~

~~Reprimand~~

~~Third Offense: Written Reprimand~~

~~Progressive~~ subject to progressive discipline ~~shall continue for further Violations.~~

8. ~~DISTRIBUTION~~ Distribution

Executive Director, Operations Manager, Administrative Services Manager, Communications Supervisors, Communications Operators, Communications Specialists, Teamsters Business Agent, Communications Workers of America Business Agent.

9. ~~PROPONENT~~ Proponent

~~Administrative Services Manager.~~
~~Administrative Services Manager.~~
~~Ross Klun, Executive Director~~

~~10. APPROVED:~~

~~Ross Klun~~

10. Approved

John Krok, Acting Executive Director

J-1

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

APRIL 16, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, April 16, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

Absent:

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Director Krok recognized Communications Operator Harmony Frazier for successfully completing her probation and Finance and Performance Audit Manager Vanessa Alfaro for her 5 year milestone with the Authority.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from March 19, 2024

APPROVED

2. Check Register – March 2024

RECEIVE AND FILE

3. Fiscal Year 2023-2024 Budget Performance - Q3

RECEIVE AND FILE

Interim Director Krok noted a discrepancy in the total amount on the Check Register for March 2024 and advised it was a printing error. The check register was disseminated to the members of the Executive Committee and is publicly available.

MOTION: City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-3. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

F. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Amended Uniform/Appearance Policy for Communications and Technical Services Personnel

APPROVE AND RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

Interim Director Krok discussed the Authority's current uniform policy and updates to the proposed casual uniform policy. The new Authority provided attire will have Authority insignias.

MOTION: City Manager Moe moved to approve item 1. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

2. Agreement Between the South Bay Regional Public Communications Authority and Foster & Foster Consulting Actuaries, Inc for Actuarial Consulting Services

APPROVE

Finance Manager Alfaro presented information on the Authority agreement with Foster & Foster Consulting Actuaries and provided an overview of government agency requirements (GASB). The Authority reached out to nine actuary firms for services and three submitted proposals. She stated that there are funds available in the Fiscal Year 2024-2025 adopted budget for this service.

City Manager Osorio inquired about the OPEB liability insurance and Manager Alfaro stated it was about 2.6 million.

MOTION: City Manager Moe moved to approve item 2. The motion was seconded by City Manager Norris and passed by a vote of 3-0.

H. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from March 19, 2024

APPROVED

MOTION: Chief Johnson moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Saffell and passed by a vote of 4-0.

I. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Interim Director Krok provided an update that staffing in the communications center was at 76%. He also noted that there are three part-time operators that fill an average of 460 hours a month. CAD Update – Central Square demo was completed on April 1st, 2024 and the Versaterm CAD demo is scheduled for April 24, 2024. The Power DMS Engage customer service survey program is expected to launch in July and the Pulse Point App for citizens in early May. Interim Director Krok stated that the Authority implemented an employee birthday, milestone, and anniversary recognition program. He also noted that Finance has added a 457 (b) plan Roth option for all employees.

City Manager Bruce Moe announced his retirement August 2024.

K. **ADJOURNMENT**

The meeting was adjourned at 2:22PM.