



MINUTES OF THE REGULAR MEETING OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

WEDNESDAY, FEBRUARY 19, 2014

ROLL CALL

The meeting was called to order at 6:05 pm in the San Pablo Economic Development Corporation (SPEDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Chair Kathy Chao Rothberg, Vice Chair/Treasurer Erwin Reeves, Directors Genoveva Calloway, Leonard McNeil and Adam Novickas. Also present were Executive Director Matt Rodriguez, Assistant Executive Director Kelsey Worthy, General Manager Leslay Choy and Controller Bradley Ward.

PUBLIC COMMENTS

There were no speakers.

EXECUTIVE DIRECTOR/GENERAL MANAGER REMARKS

General Manager Choy updated the Board on the recent Removing Barriers clinic, the status of CCTV's media files from the inaugural Milestone event, and Small Business of the Year campaign progress.

CONSENT AGENDA

It was moved by Director Calloway and seconded by Director Calloway McNeil to adopt items in the Consent Calendar. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves,
NOES: None
ABSENT: None
ABSTAIN: None

MINUTES

By adoption of the Consent Calendar, the Minutes of the meeting of January 24, 2014 were approved.

DISCUSSION AGENDA

July 2013-January 2014 Audited Financial Statements

Executive Director Matt Rodriguez introduced the item. The Board discussed details with Controller Bradley Ward, then received and filed the report.

Resolution to approve fund balance transfer of \$5,000 for New Market Tax Credit consulting services

Executive Director Rodriguez introduced the item. The Board discussed details with Assistant Executive Director Worthy. It was moved by Director McNeil, seconded by Director Novickas

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and passed by vote of those present to adopt **Resolution EDC2014-002**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize a transfer in the amount of \$5,000 for new markets tax credit consulting services from Northern California Community Loan Fund. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves
NOES: None
ABSENT: None
ABSTAIN: None

Resolution to establish a special meeting to review small business of the year nominations and select the awardee

Executive Director Rodriguez introduced the item. The Board discussed details with General Manager Choy. It was moved by Director Calloway, seconded by Vice Chair/Treasurer Reeves and passed by vote of those present to adopt **Resolution EDC2014-003**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to establish a special board meeting to review nominees and select the awardee on March 21, 2014 from 9AM-11AM. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves
NOES: None
ABSENT: None
ABSTAIN: None

Resolution to establish a program expansion policy to guide CBO agreements for enrollment into the for Removing Barriers Job Readiness program

Executive Director Rodriguez introduced the item. The Board discussed details with General Manager Choy. Chair Chao Rothberg suggested staff consider contracted time frames for the hard- and soft-skills portion, and re-evaluate the strategy after six months. It was moved by Vice Chair/Treasurer Reeves, seconded by Director Novickas and passed by vote of those present to adopt **Resolution EDC2014-004**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to establish a program expansion strategy and develop a policy to guide CBO agreements for enrollment into the for Removing Barriers Job Readiness program. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves
NOES: None
ABSENT: None
ABSTAIN: None

Resolution approve sponsorship of the Contra Costa College Food & Wine Festival

Executive Director Rodriguez introduced the item. The Board discussed details with General Manager Choy. The Board challenged staff to promote San Pablo businesses through their presence and redirect budget accordingly. It was moved by Director Calloway, seconded by Vice Chair/Treasurer Reeves and passed by vote of those present to adopt **Resolution EDC2014-005**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to sponsor the Contra Costa College Annual Food & Wine Festival at the Silver Level. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves

NOES: None
ABSENT: None
ABSTAIN: None

Resolution approve the development of San Pablo EDC landmark event and a formation of task force

Executive Director Rodriguez introduced the item. The Board discussed details with General Manager Choy. The Board directed staff to change the positioning of the landmark event to focus on what makes San Pablo special. It also encouraged staff to consider 2015 for the timing. It was moved by Board Chair Chao Rothberg, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-006**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, approving the development of a San Pablo EDC landmark event and formation of task force. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves
NOES: None
ABSENT: None
ABSTAIN: None

ADJOURNMENT

The meeting adjourned at 7:30 PM to Friday, March 21, 2014 at 9:00 AM.

Respectfully submitted,

Leslay C. Choy, Board Secretary

Kathy Chao Rothberg, Chair